



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

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Anchorage, Alaska 99507
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Chris Lambert: 907.269.0359
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ABC Board Meeting

Date: July 23, 2013

Time: 9:30 AM – Director’s Report
9:45 AM – Meeting

Location:

Fairbanks
Fairbanks North Star Bor. Assembly
809 Pioneer Road

Teleconference Number:
1-800-315-6338 code 222

Calendar for year 2013 (United States)

January

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February

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April

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May

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September

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October

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November

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December

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State of Alaska
Alcoholic Beverage Control Board
Agenda
July 23, 2013

- **DIRECTOR BRIEFING**
 - A. Director's Report 9:30 AM TAB 1

- **ADMINISTRATION**
 - A. Approve minutes of the May 30, 2013 Board Meeting TAB 2
 - B. Approve minutes of the June 11, 2013 Board Meeting

- **PUBLIC TESTIMONY** 9:45 AM
Period of time for public testimony on issues not on this agenda.
Please phone 1-800-315-6338 code 222

- **BOARD CONSIDERATION**
 - A. Waiver Policy Discussion 1:30 PM TAB 3
 - B. Delegation of Authority 1:45 PM TAB 4
 - 1. Expired licenses
 - 2. General

- **Regulations**
 - C. Recreational Site Proposed Regulation 12:45 PM TAB 5
 - D. Update on Wine Club Regulation TAB 6

- **Policies & Procedures**
 - E. Municipal Refunds 2:00 PM TAB 7
 - F. Template for Licensee's Policies TAB 8
 - G. Procedure on Dismissed Notices of Violations 2:20 PM TAB 9

● **Refund Request Reconsideration**

- H. 4763 Bobby's Downtown:** Delta Epsilon Inc.; Fairbanks
609 Second Ave.
Renewal Late Fee Refund Reconsideration **1:25 PM** **TAB 10**

● **Resurrect & Renew**

- I. 3523 Glacier Sound Inn:** Glacier Sound Inn Inc.; Valdez
210 Egan Dr
Resurrect & Renew – Beverage Dispensary Tourism **10:15 AM** **TAB 11**

ACTION ON LICENSE CONVICTION/VIOLATION

- **A. Prior Licensee Sanctions** **TAB 12**

- B. 4595 Roma's:** SOE LLC; Sitka
License: Restaurant Eating Place **2:35 PM** **TAB 13**
327 Seward Square #1

Violation: Responsibility of Licensees, Agents, & Employees

- C. 5033 Jimmy Sushi Restaurant;** Jimmy Zhou; Anchorage
License: Restaurant Eating Place **2:45 PM** **TAB 14**
301 E Dimond Blvd.

Violation: Furnishing Alcohol to a Person Under 21

- D. 3695 Triple F Bar & Grill:** 64 Thunderbird LLC; Juneau
License: Beverage Dispensary **2:55 PM** **TAB 15**
9109 Mendenhall Road, Ste. 4B

Violation: Refusing to Assist a Peace Officer

● **BEVERAGE DISPENSARY TOURISM – NEW & TRANSFER** **10:20 –
10:30AM** **TAB 16**

207 Tustumena Lodge: Susan Cook; Kenai Peninsula Borough
Mile 111 Sterling Hwy.
Involuntary Re-Transfer – Beverage Dispensary Tourism
From: Duane Lafleur

All statutory requirements have been met. Kenai Peninsula Borough does not protest. Background investigations pending. Temporary has been issued.

1488 Cache Creek Lodge: Cache Creek Lodge LLC; Mat-Su Borough
Mile 114.8 Parks Hwy.
Transfer – Beverage Dispensary Tourism
From: Cal Hutcheson

All statutory requirements have been met. Mat-Su Borough does not protest. Dept. of Labor & Revenue approve. Background investigations pending.

5249 Totem Square Inn: JL Totem, Inc.; Sitka
201 Katlian Street
New – Beverage Dispensary Tourism

All statutory requirements have been met. Sitka does not protest. Dept. of Environmental Conservation approves. Background investigations complete. Temporary has been issued.

● **BEVERAGE DISPENSARY – DUPLICATE** **10:30 –
10:40 AM** **TAB 17**

4869 Crowne Plaza Midtown Anchorage: Anchorage Hospitality, LLC; Anchorage
109 W International Airport Road
Transfer – Beverage Dispensary – Tourism - Duplicate
From: William Lawson 80% & Chris Ashenbrenner 20% to AAWL, LLC 71% & Hope Holdings, LLC 20% multiple individual holders with less than 5%

All statutory requirements have been met. Dept. of Revenue & Labor approve. Pending Anchorage. Background investigations complete.

5227 George Inlet Lodge (Private Dining Room #4): George Inlet Development, LLC;
Ketchikan Gateway Borough
New – Beverage Dispensary - Duplicate

All statutory requirements have been met. Dept. of Environmental Conservation & State Fire Marshall's Office approve. Ketchikan Gateway Borough approves. Background investigations complete.

● **RECREATION SITE – NEW & TRANSFER**

TAB 18

- 5198 Alaska Golf Shot:** Alaska Golf Shot LLC; Mat-Su Bor. **1:05 PM**
10400 E Cody Drive
New – Recreational Site

All statutory requirements have been met. Dept. of Environmental Conservation & State Fire Marshall's office approve. Mat-Su Bor. does not protest. Temporary has been issued. Background investigations complete.

- 4700 Alaska Zipline Adventures:** Alaska Zipline Adventures, LLC; Juneau **1:10 PM** **TAB 19**
3000 Fish Creek Road
Transfer – Recreational Site - Seasonal
From: Stock transfer from Matt & Rachel Despain 50% each to David Anderson & Virginia Williams 50% each.

All statutory requirements have been met. Dept. of Labor & Revenue approve. Juneau does not protest. Temporary has been issued. Background investigation pending.

- 5194 Minnesota Billiards:** Jin Do So & Soon Woo So; Anchorage **1:15PM** **TAB 20**
3020 Minnesota Drive, Ste. 3
New – Recreational Site

All statutory requirements have been met. Anchorage does not protest. Background investigations complete.

● **RESTAURANT EATING PLACE PUBLIC CONVENIENCE**

TAB 21

- 5239 Woody's Thai Kitchen:** Justin Biocic & Rene Likitprachacomb; Seward
800 Fourth Ave.
New – Restaurant Eating Place – Public Convenience

All statutory requirements have been met. Seward does not protest. Dept. of Environmental Conservation approves. Background investigation complete. Temporary has been issued.

● **DELEGATED CONSENT AGENDA**

TAB 22

- 3537 AC Value Liquor:** The North West Company International Inc.; Nome
908 Nome -Teller Hwy.
Transfer – Package Store
From: Sackett, Inc., dba Anchor Liquor Store, 229 Front Street

All statutory requirements have been met. Dept. of Labor & Revenue approve. Pending Nome. Background investigations complete.

5237 Alaska's Deshka River Lodge: Andrew Willis; Mat-Su Borough
Mile One East Bank of Deshka River
New – Restaurant Eating Place

All statutory requirements have been met. Mat-Su Borough does not protest. Dept. of Environmental Conservation approves. State Fire Marshall's Office approves. Background investigations pending. Temporary has been issued.

5250 Alaska Quest: Alaska Quest Charters Inc.
Alaskan Waters
New – Common Carrier

All statutory requirements have been met. Background investigation pending. Temporary has been issued.

3489 Arctic Fox Bar: Arctic Fox Bar, LLC; Fairbanks
623 Old Steese Hwy.
Transfer – Beverage Dispensary
From: Arctic Inuk Inc.

All statutory requirements have been met. Dept. of Revenue approves. Pending Fairbanks & Dept. of Labor. Background investigations complete.

5110 Bay 5: Bernardo Juarez Diaz; Adak
Building 42078
Transfer – Restaurant Eating Place
From: Richard R. Koso

All statutory requirements have been met. Dept. of Revenue approves. Adak does not protest. Pending Dept. of Labor. Background investigation pending. Temporary has been issued.

5243 Eagle River Brewing Company: Eagle River Brewing Company, Inc.; Seward
139 Fourth Ave.
New – Brewery

All statutory requirements have been met. Seward does not protest. Pending Dept. of Environmental Conservation approval. Background investigations pending.

762 F Street Station: Station, Inc.; Anchorage
325 F Street
Controlling Interest Transfer – Beverage Dispensary
From: Edward Desapio 50% to Lisa Bateman 50%

All statutory requirements have been met. Dept. of Revenue approves. Pending Anchorage & Dept. of Labor. Background investigation pending.

4771 Homeport Eatery: Teal West; Sitka
209 Lincoln Street

Transfer – Restaurant Eating Place

From: The Bayview Restaurant, LLC, dba The Bayview Restaurant & Pub, No Premises

All statutory requirements have been met. Sitka does not protest. Dept. of Labor, Revenue and Environmental Conservation approve. Background investigations pending. Temporary has been issued.

4150 Hometown Korean Restaurant: HK Restaurant LLC; Anchorage
3020 Minnesota Drive Ste. 17

Transfer – Restaurant Eating Place

All statutory requirements have been met. Dept. of Revenue approves. Pending Anchorage & Dept. of Labor. Background investigation pending.

135 Last Frontier Bar: Venture Bar, LLC; Anchorage
369 Muldoon Road

Transfer – Beverage Dispensary

From: LCW, LLC

All statutory requirements have been met. Dept. of Revenue approves. Pending Anchorage & Dept. of Labor. Background investigation pending.

5240 M/V Island Spirit: Fantasy Cruises, Inc.
Alaskan Waters

New – Common Carrier - Seasonal

All statutory requirements have been met. Background investigation pending. Temporary has been issued.

775 Nome Liquor Store: The North West International, Inc.; Nome
303 Front Street

Transfer – Package Store

From: Nome Commercial Company

All statutory requirements have been met. Dept. of Revenue approves. Pending Nome and Dept. of Labor. Background investigation complete.

1248 Nome Liquor Store: The North West International, Inc.; Nome
205 Front Street
Transfer – Package Store
From: Nome Commercial Company

All statutory requirements have been met. Dept. of Revenue approves. Pending Nome and Dept. of Labor. Background investigation complete.

5244 Olds River Inn: Circle B, LLC; Kodiak Island Borough
32233 Pasagshak Road
New – Package Store

All statutory requirements have been met. Kodiak Island Borough does not protest. Pending State Fire Marshall's Office approval. Background investigations complete.

5242 Redoubt Bay Lodge: Wolverine Leasing, LLC; Kenai Peninsula Borough
Alaska State Land Survey 77-49, Plat 78-52
New – Lodge - Seasonal

All statutory requirements have been met. Kenai Peninsula Borough does not protest. Dept. of Environmental Conservation approves. Background investigation pending. Temporary has been issued.

970 The Cabin Tavern: Cabin Tavern, Inc.; Anchorage
264 Muldoon Road
Stock Transfer – Beverage Dispensary
From: Edward Desapio 50% to Lisa Bateman 50%

All statutory requirements have been met. Dept. of Revenue approves. Pending Anchorage & Dept. of Labor. Background investigation pending.

END OF DELEGATED CONSENT AGENDA

● **Protests**

TAB 23

A. 2386 Sam's Club: Sam's West, Inc.; Anchorage
1074 N Muldoon Road
Transfer – Package Store
From: 3651 Penland Parkway

Anchorage protests pending approval of conditional use permit.
Background investigations complete.

- B. 4685 Dish:** DISH LLC; Anchorage **10:40 AM**
639 W International Airport Road #1A
Protest - Renewal
- Outstanding taxes owed to Anchorage in the amount of \$2,695.85.
- C. 5236 Anchorage Elks Lodge #2868:** Anchorage Elks Lodge #2868;
Anchorage
Protest – New – Club
- Anchorage protests pending approval of conditional use permit & approval from Fire Dept.
- D. 834 Party Time/Boniface Liquor:** Party Time/Boniface Liquors Inc.; **10:45 AM**
Anchorage
341 Boniface Pkwy
Protest – Renewal
- Anchorage is protesting renewal of liquor license based on property taxes owed on another licensed premises. Taxes for this license are current.
- E. 5234 Rustic Goat:** Midnight Moon Company, Inc.; Anchorage **10:50 AM**
2802 W Northern Lights Blvd.
Protest – New – Restaurant Eating Place
- Anchorage protests pending approval of administrative site plan review & approval from Fire & Building Safety Dept.
Citizen objections received.
- F. 3773 Schwabenhof/Mat-Su Borough \$100.00 Processing Fee Protest** **2:30 PM**
- G. 5199 Alaska Pike Safari – Reindeer Lake:** Bruce & Connie Werba; **10:55 AM**
Outside/Unorganized
Reindeer Lake 11 air miles NE of Holy Cross
New Lodge – Seasonal Liquor License Application
- State Fire Marshall’s Office approves. Pending DEC approval.
Multiple objections from surrounding communities. Background investigations complete.

H. 806 Office Cocktail Lounge: KDAJ Investment Group Inc.; **3:05 PM**

Anchorage

545 E Northern Lights Blvd.

Transfer – Beverage Dispensary

From: Nura Abdul-Halim dba Office Lounge

Anchorage protests. Dept. of Revenue approves. Pending Dept. of Labor.

I. 4547 Chili's Grill & Bar: Duke Investments; Fairbanks **3:15 PM**

No Premises

Renewal Protest

Ownership is currently in bankruptcy court.

● **CONSENT AGENDA**

TAB 24

5246 Bremen M/V: Sea Chefs Cruise Services, GmbH

Alaskan Waters

New – Common Carrier - Seasonal

All statutory requirements have been met. Background investigation complete. Temporary has been issued.

5230 Caledonian Sky: Salen Ship Management AB, LLC

Alaskan Waters

New – Common Carrier - Seasonal

All statutory requirements have been met. Background investigation complete. Temporary has been issued.

5241 Celebrity Solstice: Celebrity Solstice

Alaskan Waters

New – Common Carrier - Seasonal

All statutory requirements have been met. Background investigation complete. Temporary has been issued.

2275 Garcia's Cantina: Garcia's Birchwood Ltd. Partnership; Anchorage
11901 Business Blvd. Ste. 104
Transfer – Beverage Dispensary
From: Rod Mumma 60% to Ronn Laurin now owns 100%

All statutory requirements have been met. Anchorage does not protest. Dept. of Labor & Revenue approve. Background investigation complete.

5218 Japanese Restaurant Naruto: Hiroshi Umemoto; Anchorage
3600 Minnesota Drive #A
New – Restaurant Eating Place

All statutory requirements have been met. Anchorage does not protest. Background investigation complete.

596 Knik Bar & Liquor Store: Donnelly Inc.; Mat-Su Borough
10204 S Knik Goose Bay Road
Involuntary Re-Transfer – Package Store
From: Sharon A. Antilla

All statutory requirements have been met. Mat-Su Borough does not protest. Dept. of Labor & Revenue approve. Background investigation complete.

597 Knik Bar & Liquor Store: Donnelly Inc.; Mat-Su Borough
10204 S Knik Goose Bay Road
Involuntary Re-Transfer – Beverage Dispensary
From: Sharon A. Antilla

All statutory requirements have been met. Mat-Su Borough does not protest. Dept. of Labor & Revenue approve. Background investigation complete.

5235 Norwegian Sun: NCL (Bahamas) Ltd.
Alaskan Waters
New – Common Carrier - Seasonal

All statutory requirements have been met. Background investigation complete. Temporary has been issued.

5229 Siam Cuisine: Anne Saengsudham; Anchorage
1911 W Dimond Blvd.
New – Restaurant Eating Place

All statutory requirements have been met. Anchorage does not protest. Background investigation complete. Temporary has been issued.

5238 St. Nadezhda: Allen Marine Tours, Inc.
Alaskan Waters
New – Common Carrier - Seasonal

All statutory requirements have been met. Background investigation complete. Temporary has been issued.

5190 Xalos Grill: Xalos Grill LLC; Anchorage
3048 Mountain View Dr., Ste. 140
New – Restaurant Eating Place

All statutory requirements have been met. Anchorage does not protest. Background investigation complete.

● **FIRST AND SECOND WAIVERS**

TAB 25

1st Waivers

5170 La Bodega
License: Package Store
1200 W Northern Lights, Ste. F, Anchorage

2nd Waivers

4694 La Mex Too
License: Beverage Dispensary - Seasonal
No Premises, Anchorage

END OF CONSENT AGENDA

● **NOTICE OF VIOLATION**

A. Notices of Violation Issued and Licensee Responses

TAB 26

● **NEXT ABC BOARD MEETING**

**Alcoholic Beverage Control Board
Schedule of Appearance
July 23, 2013**

<u>Time</u>	<u>Name/D.B.A.</u>	<u>Name of person to appear</u>	<u>Tab</u>
9:30 AM	Director Briefing	Director Coté	1
9:45 AM	Public Testimony		
10:15 AM	Glacier Sound Inn	Jin H. Won 835-4485	11
10:20 AM	Cache Creek Lodge	Howard Meyer 276-5153	16
	Totem Square Inn	Lisa Laudon 230-4095	
	Tustumena Lodge	Susan Cook 394-3755	
10:30 AM	Crowne Plaza Midtown	Melissa Murphy 425-248-2985	17
	George Inlet Lodge	Russell Thomas 617-3619	
10:40 AM	Dish	Clyde Kim 360-6502 MOA – Clerk’s Office 343-4316	23B
10:45 AM	Party Time/Boniface Liquor	Roy Cappadona 223-9362 MOA – Clerk’s Office 343-4316	23D
10:50 AM	Rustic Goat	Tim Gravel, Owner 644-7405 Ellen Kubiak 248-9776	23E
10:55 AM	Alaska Pike Safari	Bruce & Connie Werba 476-7121	23G
11:05 AM	Delegated Consent Agenda, Consent Agenda, & Waivers		

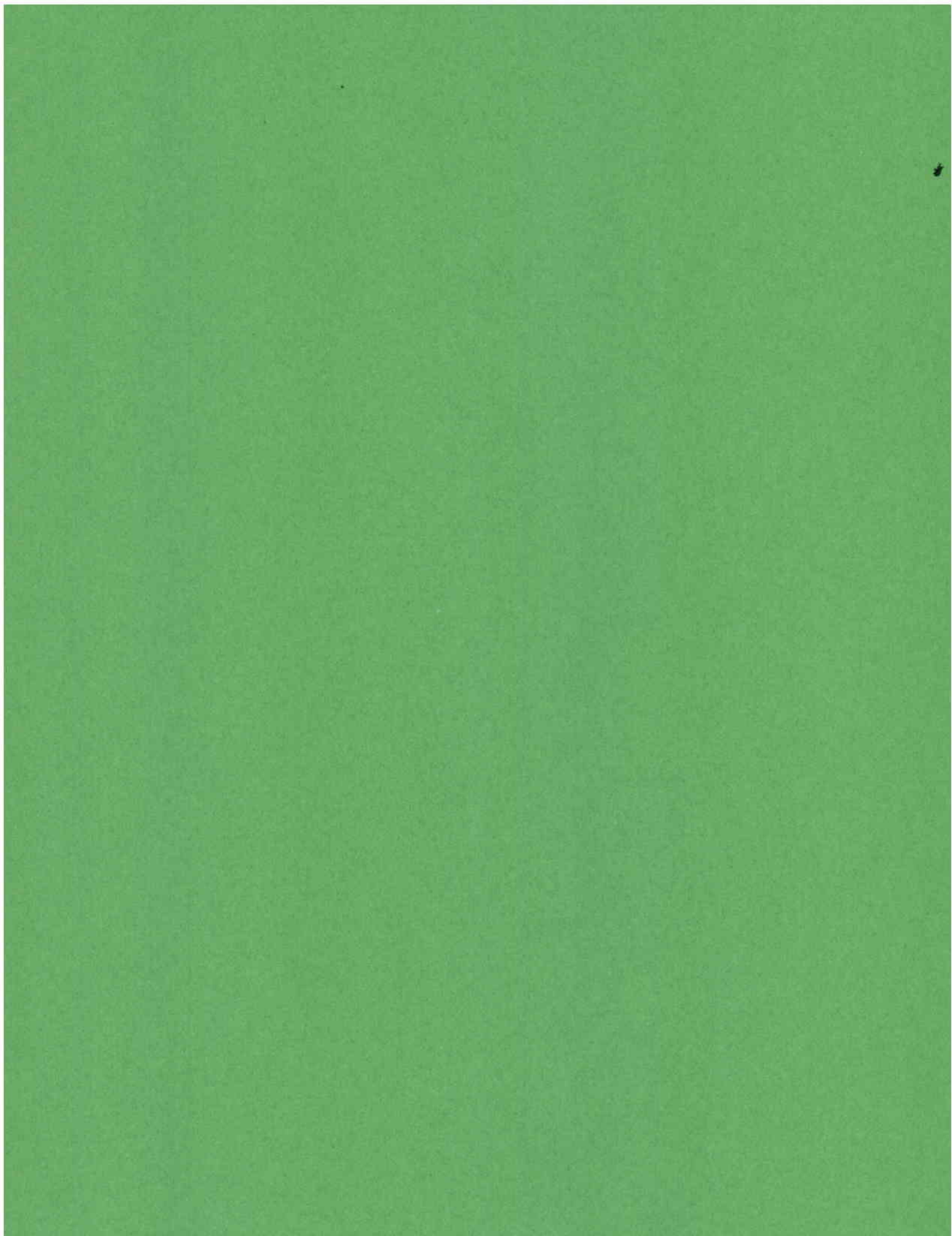
<u>Time</u>	<u>Name/D.B.A.</u>	<u>Name of person to appear</u>	<u>Tab</u>
11:30 - 12:45 LUNCH			
12:45 PM	Recreational Site Proposed Regulation		5
1:05 PM	Alaska Golf Shot	Calvin Culverwell 229-3838	18
1:10 PM	Alaska Zipline Adventures	David Anderson 321-0947	19
1:15 PM	Minnesota Billiards	Fred Odsen, Attny. 274-7522 Jin Do So 272-8887	20
1:25 PM	Bobby's Downtown	Bobby Hicolazdes 378-3770 Nancy Long 456-3222	10
1:30 PM	Waiver Policy Discussion		3
1:45 PM	Delegation of Authority		4
2:00 PM	Municipal Refunds		7
2:20 PM	Procedures on Dismissed Notices of Violations		9
2:30 PM	Mat-Su Borough \$100.00 Processing Fee Protest		23F
2:35 PM	Roma's	Kwang Su Yoon 738-3982	13
2:45 PM	Jimmy Sushi Restaurant	Jimmy Zhou 344-0888	14
2:55 PM	Triple F Bar & Grill	David Sanden 321-0277	15
3:05 PM	Office Cocktail Lounge	Sherman Ernouf 274-3385	23H

3:15 PM

Chili's Grill & Bar

Currently in Bankruptcy

23I



License List by Tab Numbers
7/23/13

License #	Establishment	Tab #
3537	AC Value Liquor	22
5198	Alaska Golf Shot	18
5199	Alaska Pike Safari	23G
5250	Alaska Quest	22
4700	Alaska Zipline Adventures	19
5237	Alaska's Deshka River Lodge	22
5236	Anchorage Elks Lodge #2868	23C
3489	Arctic Fox Bar	22
5110	Bay 5	22
4763	Bobby's Downtown	10
5246	Bremen M/V	24
1488	Cache Creek Lodge	16
5230	Caledonian Sky	24
5241	Celebrity Solstice	24
4547	Chili's Grill & Bar	23I
4869	Crowne Plaza Midtown	17
4685	Dish	23B
5243	Eagle River Brewing Company	22
762	F Street Station	22
2275	Garcia's Cantina	24
5227	George Inlet Lodge PDR 4	17
3523	Glacier Sound Inn	11
4771	Homeport Eatery	22
4150	Hometown Korean Restaurant	22
5218	Japanese Restaurant Naruto	24
5033	Jimmy Sushi Restaurant	14
596	Knik Bar & Liquor Store	24
597	Knik Bar & Liquor Store	24
5170	La Bodega	25
4694	La Mex Too	25
135	Last Frontier Bar	22
5240	M/V Island Spirit	22
5194	Minnesota Billiards	20
775	Nome Liquor Store	22
1248	Nome Liquor Store	22
5235	Norwegian Sun	24
806	Office Cocktail Lounge	23H
4325	Old Powerhouse Restaurant	15
5244	Olds River Inn	22
834	Party Time/Boniface Liquor	23D
5242	Redoubt Bay Lodge	22
4595	Roma's	13
5234	Rustic Goat	23E

License List by Tab Numbers
7/23/13

2386	Sam's Club	23A
3773	Schwabenhof	23F
5229	Siam Cuisine	24
5238	St. Nadezhda	24
970	The Cabin Tavern	22
5249	Totem Square Inn	16
3695	Triple F Bar & Grill	15
207	Tustumena Lodge	16
5239	Woody's Thai Kitchen	21
5190	Xalos Grill	24

Tab

1



MEMORANDUM

TO: Chair Klein and Members of the
ABC Board

DATE: July 15, 2013

FROM: Shirley A. Coté, *DAC*
Director, ABC Board

RE: Director's Report

Legislation

Legislative proposals needed to be submitted to the Commissioner's Office by July 22nd. I did not submit any legislative proposals this year as I have in years past due to the work of the Stakeholders Group.

Budget

The low-bid telephone system we received with the move had been burdensome to staff until finally the calls quit going to voicemail. We ended the fiscal year with enough funds to upgrade our telephone system to what we had before. We also had enough funds to purchase a new filing system. The license files are difficult to retrieve and return to the cabinets; therefore, we are purchasing a filing system similar to what you see in doctor's offices for medical files. With these two purchases the efficiencies within the office will increase.

Enforcement Unit

The ABC Board was invited by The Department of Public Safety to become a part of the Alaska Records Management System (ARMS). All the investigators have been trained and obtained their security clearances to participate. This is an excellent information sharing system and will be enhanced as local police departments join.

The three investigators assigned to Anchorage, Juneau, and Fairbanks conducted 225, 203, and 131 respectively for a total of 559 inspections for FY2013. This compares with a total of 238 (Anchorage 40, Juneau 39, and Fairbanks 159) for FY2012. In 2012 we experienced vacancies in the Anchorage and Juneau offices for a couple of months each; and several investigations consumed a lot of time.

Attached is a copy of the enforcement plan for FY2014.



Training and Education

The five investigators attended the Alaska Peace Officers Association crime conference in Kenai/Soldotna May 20-24, 2013. They attended seminars that included digital forensics, drug identification, marijuana safety, and leadership.

Bob Beasley and Elizabeth Manfred, the supervisor of the local government specialists in Community and Regional Affairs have met in an effort to conduct cross-training between our two divisions. The subject will be local option.

On July 11, 2013 I met with Administrative Operations Manager Sara Chambers with the Division of Corporations, Business and Professional Licensing. AAG Harriet Milks was aware of training that Ms. Chambers has organized and provided for members of boards and commissions. I have attached a copy of the Boards & Commissions 2012 manual that Ms. Chambers was instrumental in writing. I would like to receive feedback from you:

1. Would you like to receive board training? If so...
2. How long and when? The training provided in the past was scheduled for two days; however, training for you can be structured for a shorter time, over a weekend, in conjunction with a board meeting, etc.
3. What subjects would be useful? (Please look at the table of contents).

Compliance Checks

See attachment.

Anchorage Safety Hour

On July 10, 2013 Inv. Bob Beasley attended a special Anchorage Assembly meeting to regarding the municipality's ordinance that would allow liquor establishments to remain open for an additional hour on weekends and legal holidays without liquor service in order to prevent mass exodus onto the streets after bar closure.

There were four Assembly Members present, as well as the City Clerk, City Planner, Police Chief, Police Captain, City Attorney and others. Much of the discussion pertained to alcohol establishments what were also a bona fide restaurant, which would by statute allow them to remain open after bar closure to serve food or non-alcoholic drinks.

Also discussed was a provision in the ordinance where graduated administrative fines would be levied on participating establishments that served alcoholic beverages after hours in violation of the conditions set forth in the ordinance, based upon final determination of the Alcoholic Beverage Control Board, which would have been contingent solely upon the issuance of Notices of Violation.



At the conclusion of the meeting, the two Assembly sponsors of the ordinance decided to repeal it and have a rewrite that would allow for a one-year trial period and eliminate the administrative fines.

ABC Board Stakeholders Subcommittee Meetings

Three of the five subcommittees continue to meet on a regular basis. The Local Option subcommittee met again and reinforced that they are firm in their three recommendations presented at the January 22, 2013 meeting.

The Licensing Subcommittee has broken the licenses down to reflect the 3-tiered system – manufacture, wholesale, and retail and are going statute by statute in their discussions, as is the Role of the ABC Board. The Role of the ABC Board and the Underage Drinking subcommittees met jointly on June 12th for a presentation by Dr. Marny Rivera on her report of January 19, 2012, “Analysis of strategies designed to reduce sales of alcohol and tobacco to underage persons.” I have attached copies of her recommendations slides. Her full report is available online.

I am unable under the state computer system to any longer view the Google drive set up for our subcommittee folders.

ABC ENFORCEMENT PLAN FISCAL YEAR 2014

The Alcoholic Beverage Control Board's Enforcement Unit is comprised of four Investigator III's, an Investigator IV supervisor and an Office Assistant. The main duties of the enforcement unit is that of conducting compliance checks, shoulder-taps, inspections of liquor licensed establishments, investigations of Title 04 violations of licensed and non-licensed establishments, maintaining the written order data base and restricted purchaser list, and providing a one-hour Title 04 training to licensees, their agents or employees and a four-hour course to law enforcement personnel throughout the state.

The four-hour Title 04 training course designed for law enforcement personnel was recently approved by APSC (Alaska Police Standards Council) as being eligible for police officers to receive documented police training credits. The APSC course approval number is 9655.

Documentation methods through the inspection tracking form which was developed in order to eliminate duplicating inspections within the reporting year have proven to be a valuable tool at not only tracking inspections, but for compiling statistical data as well.

A list of all liquor licensed establishments has been placed on the department's common drive titled, "Inspection Tracking Form." When an investigator has completed an inspection of a licensed premise, he or she will record the date and insert their initials to indicate when the inspection was done. Once that information has been added to the list, the investigator will save the changes when closing out of the common drive document. The investigator will also enter the appropriate information into APSIN in order to draw a case number.

However, once ABC Enforcement has access to ARMS (Alaska Report Management System) all relevant information will be entered into ARMS to create an Incident Number. APSIN will no longer be used to generate case numbers.

Investigators will maintain a list of communities within their geographical patrol zones which indicates the establishment names and license number within each of the communities. For remote areas, each investigator should create a travel plan detailing their intended areas for inspections and/or compliance checks. The investigator will also estimate the number of days he or she will be traveling and include any anticipated costs, such as lodging, transportation, per diem, etc.

For extremely remote areas of the state, arrangements may be made with AST or the local VPSO to conduct an inspection; however, investigators should make an effort to visit each of the remote communities every other year, if practical.

When investigators are planning on conducting the statewide compliance check in a remote area, the investigator assigned to the area should be consulted prior to scheduling an operation to determine if inspections have been scheduled. If it is determined inspections could be conducted

following the operation, the investigator(s) conducting compliance checks may perform inspections.

PROCEDURES:

1. Investigators have been given instructions regarding the procedural process of insuring that inspections of licensed establishments within their assigned geographical area are not duplicated within the fiscal reporting period.
2. Investigators within the Anchorage, Fairbanks and Juneau posts should attempt to inspect new licensed establishments prior to issuance of a temporary or permanent liquor license. If circumstances prevent conducting such inspections, the establishment should be inspected within at least 30 days from the issuance of the license.
3. "Walk-throughs" will not be considered as an inspection.
4. Once the Investigators have completed their inspections and an incident number has been drawn for each, the information will then be included on the Inspection Tracking Form located on the common drive and saved. The Investigator will also keep track of inspections for each of their assigned communities, and keep a tally of those licensed establishments that were inspected.
5. Completed Inspection Reports should be sent to the Anchorage office weekly in order to be placed in the licensee files. Notices of Violations will also be sent to the Anchorage office on a weekly basis. They may be sent as a scanned email attachment, or by regular mail service.
6. Judgments received by the court system for individuals convicted of unlawful sale of alcohol (AS 04.11.010) will be included on the Restricted Purchaser list by the Enforcement Supervisor or his designee. An updated list will be provided to those package stores who participate in the written order program. In addition, restricted purchasers under these circumstances will also be included in the ABC Written Order Database, flagged as being restricted from ordering alcoholic beverages.
7. The Office Assistant is responsible for maintaining the day-to-day working activities of the written order database. The Office Assistant will also maintain records of the criminal history reports received for licensee applicants, and shall be responsible for flagging those individuals in APSIN who have met the standards to be a licensee.
8. All criminal case reports will be maintained in files at the Anchorage office. Investigators may keep copies of reports at their respective locations. Electronic audio and video files will be maintained in each case file and/or on the common drive.

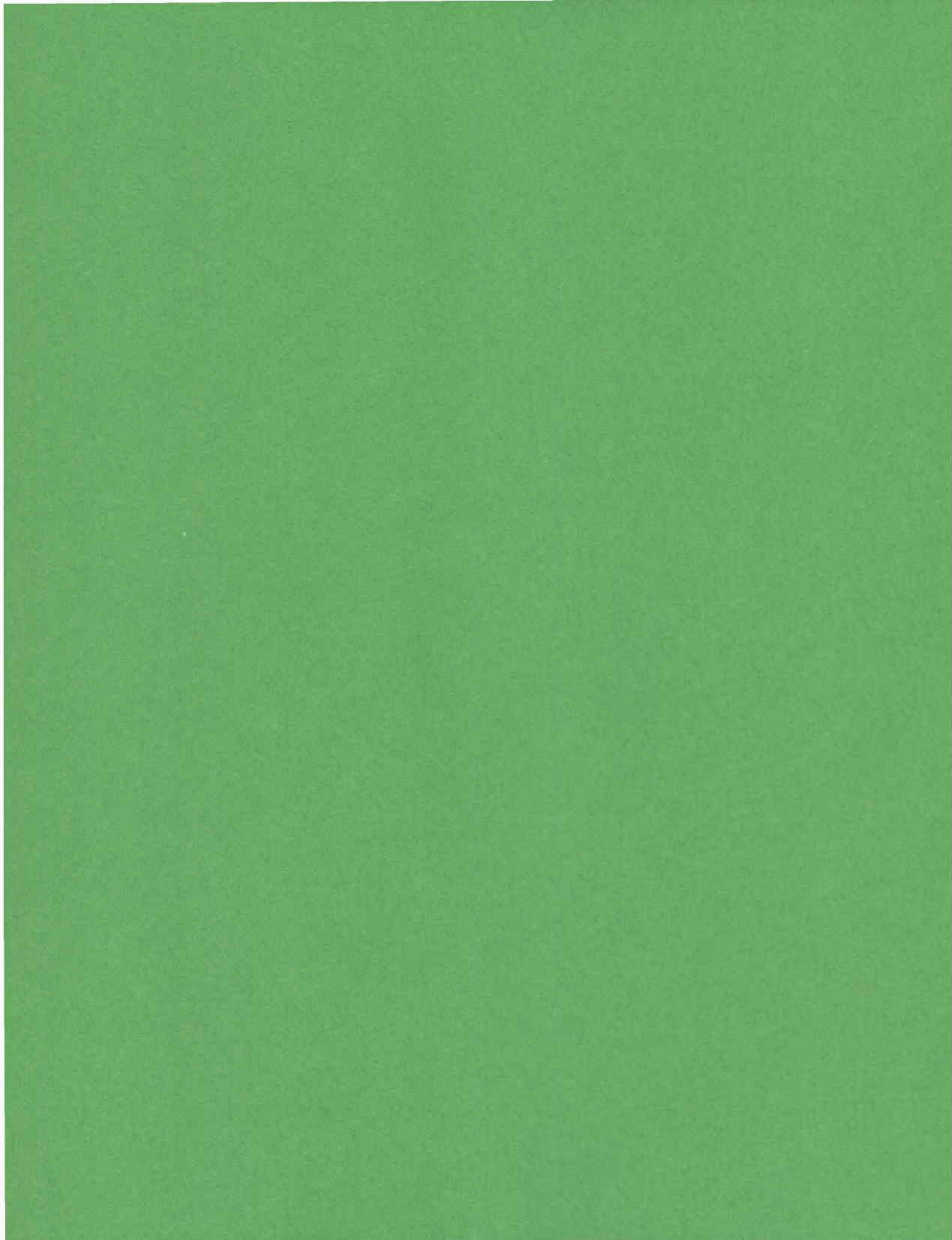
COMPLIANCE CHECK GOALS:

CBJ	City and Borough of Juneau	50% of the 74 licensed premises =	37
FNSB	Fairbanks Northstar Borough	50% of the 175 licensed premises =	88
MOA	Municipality of Anchorage	75% of the 431 licensed premises =	323
SE	Southeast	35% of the 192 licensed premises =	67
MSB	MatSu Borough	50% of the 189 licensed premises =	95
KPB	Kenai Peninsula Borough	50% of the 198 licensed premises =	99
R-ON	Road System On	35% of the 151 licensed premises =	53
R-OFF	Road System Off	25% of the 121 licensed premises =	30



Shirley A. Cole, Director

Date: July 1, 2013





Orientation Manual for Professional Licensing

Boards & Commissions

2012

ISSUED 7-6-2012

Alaska Division of Corporations, Business and Professional Licensing
907-465-2550 • www.commerce.alaska.gov/occ/

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It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in applicable law. We hope this summary assists you in ensuring that your obligations are met.

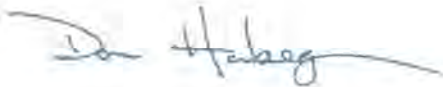
I. Introduction

Welcome to service as a member of a State of Alaska licensing board or commission. The mission of the Division of Corporations, Business and Professional Licensing (CBPL) is to ensure that competent, professional and regulated commercial services are available to Alaska consumers. This means that members of boards and commissions, as well as division staff, are charged with providing access to services and employment opportunities while maintaining high standards of public protection.

You are embarking on an important role as a regulator of Alaska professions. There is prestige in being a board or commission member. However, the position of a board or commission member is like a second job, involving many hours of work with little public recognition. It is a labor of love and commitment, and the reward is reflected in an improved quality of life for residents of the State of Alaska.

Board and commission members bring valuable experience and perspective to this responsibility. However, they must learn about new ideas and situations that require them to stretch their existing knowledge and skill levels. They are expected to be problem-solvers, to be responsive, to be fair, to work hard, and to be knowledgeable about the activities of their board or commission. They are also expected to know and follow state law and regulation, acting in the best interests of the State of Alaska and its communities.

The purpose of this orientation is to provide newly-appointed board and commission members with information that makes the transition from state resident to state board or commission member easier. Please ask questions and let division staff know when you require assistance. We are partners in accomplishing this mission, and we look forward to working together.



Don Habeger, Director
Division of Corporations, Business and Professional Licensing

II. CBPL Boards and Commissions Overview

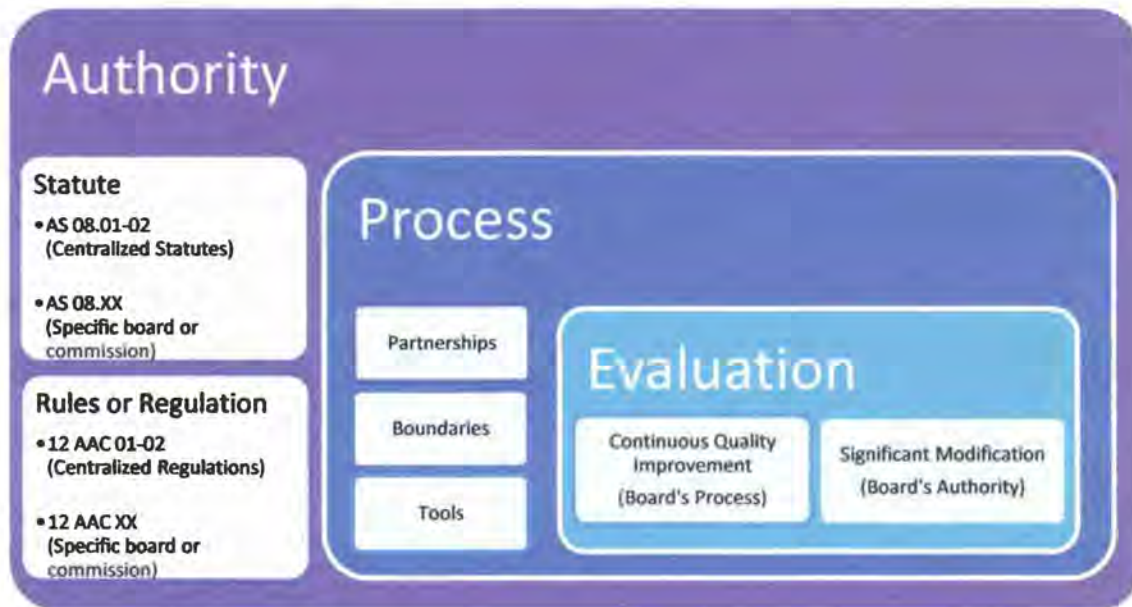
Introduction

This section describes the authority of boards and commissions, as well as the purpose and duties of board and commission members. It also discusses the board and commission members' roles in the State of Alaska and in upholding public interest under the guidelines of state statutes.

Purpose and Authority of Boards and Commissions

The chief purpose of boards and commissions is to serve the public. They enforce public policy and provide services based on what the people of the State of Alaska want and need within the scope of Alaska law. Boards and commissions are bodies whose members are appointed by the Governor of Alaska through the Office of Boards and Commissions. Quasi-judicial board and commission members must be approved by the State of Alaska Legislature. State statute spells out the duties for which each board and commission is responsible. These duties are listed below under "Duties of the Boards and Commissions." The Office of Boards and Commissions may be contacted at (907) 269-7450 or through the Governor's web page. Please contact the staff if you have questions about your role as a board member, extension of your term of service, or resignation from office.

The authority of boards and commissions is tied to the powers afforded by the legislature. All professional licensing boards and commissions have authority from the state as found in Title 8 of Alaska Statute. The authority of the different boards and commissions is limited and spelled out in two primary locations: Chapter 1 of Title 8 (referred to as AS 08.01-02 or Centralized Statutes) and in the particular chapter within Title 8 that pertains to the profession(s) within the scope of a particular board. Boards and commissions are granted certain powers, which may differ according to statute. While statutes authorize certain powers, they also limit the activity of the board to what is allowed by these laws.



Duties of the Boards and Commissions

List of all licensing programs managed by the Division and their statutory authority (AS 08.01.010)

Board of Public Accountancy (AS 08.04.010)
State Board of Registration for Architects, Engineers, and Land Surveyors (AS 08.48.011)
Board of Barbers and Hairdressers (AS 08.13.010)
Big Game Commercial Services Board (AS 08.54.591)
Board of Chiropractic Examiners (AS 08.20.010)
Board of Dental Examiners (AS 08.36.010)
Board of Certified Direct-Entry Midwives (AS 08.65.010)
Board of Marine Pilots (AS 08.62.010)
Board of Marital and Family Therapy (AS 08.63.010)
State Medical Board (AS 08.64.010)
Board of Nursing (AS 08.68.010)
regulation of acupuncturists under AS 08.06
Board of Examiners in Optometry (AS 08.72.010)
Board of Pharmacy (AS 08.80.010)
State Physical Therapy and Occupational Therapy Board (AS 08.84.010)
Board of Professional Counselors (AS 08.29.010)
Board of Psychologist and Psychological Associate Examiners (AS 08.86.010)
Real Estate Commission (AS 08.88.011)
Board of Certified Real Estate Appraisers (AS 08.87.010)
Board of Social Work Examiners (AS 08.95.010)
Board of Veterinary Examiners (AS 08.98.010)
regulation of audiologists and speech-language pathologists under AS 08.11
regulation of business licenses under AS 43.70
regulation of collection agencies under AS 08.24
regulation of concert promoters under AS 08.92
regulation of construction contractors and home inspectors under AS 08.18;
regulation of dietitians and nutritionists under AS 08.38
regulation of dispensing opticians under AS 08.71
regulation of electrical and mechanical administrators under AS 08.40
regulation of agencies that perform euthanasia services under AS 08.02.050
regulation of professional geologists under AS 08.02.011
regulation of hearing aid dealers under AS 08.55
regulation of morticians under AS 08.42
regulation of the practice of naturopathy under AS 08.45
regulation of nursing home administrators under AS 08.70
regulation of private professional guardians and private professional conservators (AS 08.26)
regulation of pawnbrokers (AS 08.76.100 - 08.76.590)

Administrative duties of boards (AS 08.01.070)

Each board shall perform the following duties in addition to those provided in its respective law:

- (1) take minutes and records of all proceedings;
- (2) hold a minimum of one meeting each year;
- (3) hold at least one examination each year;

- (4) request, through the department, investigation of violations of its laws and regulations;
- (5) prepare and grade board examinations;
- (6) set minimum qualifications for applicants for examination and license and may establish a waiver of continuing education requirements for renewal of a license for the period in which a licensee is engaged in active duty military service as described under AS 08.01.100 (f);
- (7) forward a draft of the minutes of proceedings to the department within 20 days after the proceedings;
- (8) forward results of board examinations to the department within 20 days after the examination is given;
- (9) notify the department of meeting dates and agenda items at least 15 days before meetings and other proceedings are held;
- (10) submit before the end of the fiscal year an annual performance report to the department stating the board's accomplishments, activities, and needs.

Disciplinary powers of boards (AS 08.01.075)

- (a) A board may take the following disciplinary actions, singly or in combination:
 - (1) permanently revoke a license;
 - (2) suspend a license for a specified period;
 - (3) censure or reprimand a licensee;
 - (4) impose limitations or conditions on the professional practice of a licensee;
 - (5) require a licensee to submit to peer review;
 - (6) impose requirements for remedial professional education to correct deficiencies in the education, training, and skill of the licensee;
 - (7) impose probation requiring a licensee to report regularly to the board on matters related to the grounds for probation;
 - (8) impose a civil fine not to exceed \$5,000.
- (b) A board may withdraw probationary status if the deficiencies that required the sanction are remedied.
- (c) A board may summarily suspend a licensee from the practice of the profession before a final hearing is held or during an appeal if the board finds that the licensee poses a clear and immediate danger to the public health and safety. A person is entitled to a hearing conducted by the office of administrative hearings (AS 44.64.010) to appeal the summary suspension within seven days after the order of suspension is issued. A person may appeal an adverse decision of the board on an appeal of a summary suspension to a court of competent jurisdiction.
- (d) A board may reinstate a suspended or revoked license if, after a hearing, the board finds that the applicant is able to practice the profession with skill and safety.
- (e) A board may accept the voluntary surrender of a license. A license may not be returned unless the board determines that the licensee is competent to resume practice and the licensee pays the appropriate renewal fee.
- (f) A board shall seek consistency in the application of disciplinary sanctions. A board shall explain a significant departure from prior decisions involving similar facts in the order imposing the sanction.

In addition to those listed in the statutes, a board or commission may have other important duties:

- Establish meeting procedures and determining board or commission members' leadership roles.
- Maintain awareness of licensing program revenues and expenditures.

- Hear and evaluate public testimony.
- Conduct hearings and discipline licenses when warranted.
- Assess public opinion and respond to citizens' public protection concerns.
- Manage change within the scope of the licensing board or commission.
- Resolve problems related to the scope of the licensing board or commission.

One of the primary responsibilities of a board or commission is adopting and adhering to regulations pertaining to the scope of authority granted to that body in statute. Centralized Regulations (12 AAC 01-02) pertain to all professions governed by Title 8, and each board has its own regulatory authority within Title 12 of the Alaska Administrative Code. Boards and Commissions are also bound to laws pertaining to all State entities, such as the Administrative Procedure Act (AS 44.62).

Regulations have the effect of law; however, they only clarify statute to which they are subordinate. Boards and commissions are required follow the public process and carefully consider all draft regulations before adoption. The Department of Law publishes a manual explaining the process, and division staff can provide guidance along the way. Further exploration of this topic takes place in Section V of this manual.

III. Be an Effective Board or Commission Member

Introduction

Every new board and commission member will probably be nervous at his or her first meeting. Should he or she say anything? What are the right procedures? What are the rules that must be followed? This section provides general tips to help a new member better understand how boards and commissions work. Important advice for a board or commission member is to be prepared, listen, and contribute.

Participate in All Issues

When candidates are appointed to specific boards or commissions, they must become knowledgeable and participate or they are certain to become frustrated and ineffective. Board and commission members must deal with different issues on a regular basis. Board members bring varying perspectives and experienced to the whole. If members do not listen to the points of others on the board, that person reduces their ability to deal with even the single issue important to him or her.

Focus on Policy, Not Politics

All members of boards and commissions are responsible for making decisions, as set out in state statutes. Policymaking is an ongoing activity; it is simply the act of making a deliberate choice or decision from among different alternatives, based on the available facts. Public policy is created when the board or commission makes these choices or decisions with the best interests of the whole State of Alaska in mind. A board or commission that is influenced by competing short-term or personal agendas will have difficulty finding agreement on important public policy issues. Doing Alaska's boards and commissions'

business (in effect, the public's business) is a group activity that requires patience, vision, cooperation, and compromise.

Discussion and Debate Leads to Growth

No one expects board and commission members to agree on everything. In fact, when disagreement exists, it means that different viewpoints are being considered before a decision is made. Looking at different perspectives of board members is an important part of the decision-making process and ensures that the interests of all concerned are given some thought.

Address Issues within the Board or Commission's Scope of Authority

Some issues may be important to the State and to board or commission members but may not be within the board or commission's power or authority to manage. An issue, for example, may be important to the industry or association pertaining to a licensed profession but not within a board or commission's management authority. Consequently, boards and commissions may adopt resolutions stating the board or commission's opinion and send the resolution to State and Federal agencies or it may directly address State or Federal officials on these concerns. Board and commission members should avoid being diverted from their mission by competing interests from industry associations or issues outside the board or commission's scope of authority, as dictated by statute.

Additional Tips

The following recommendations are addressed to board and commission members to help them act effectively:

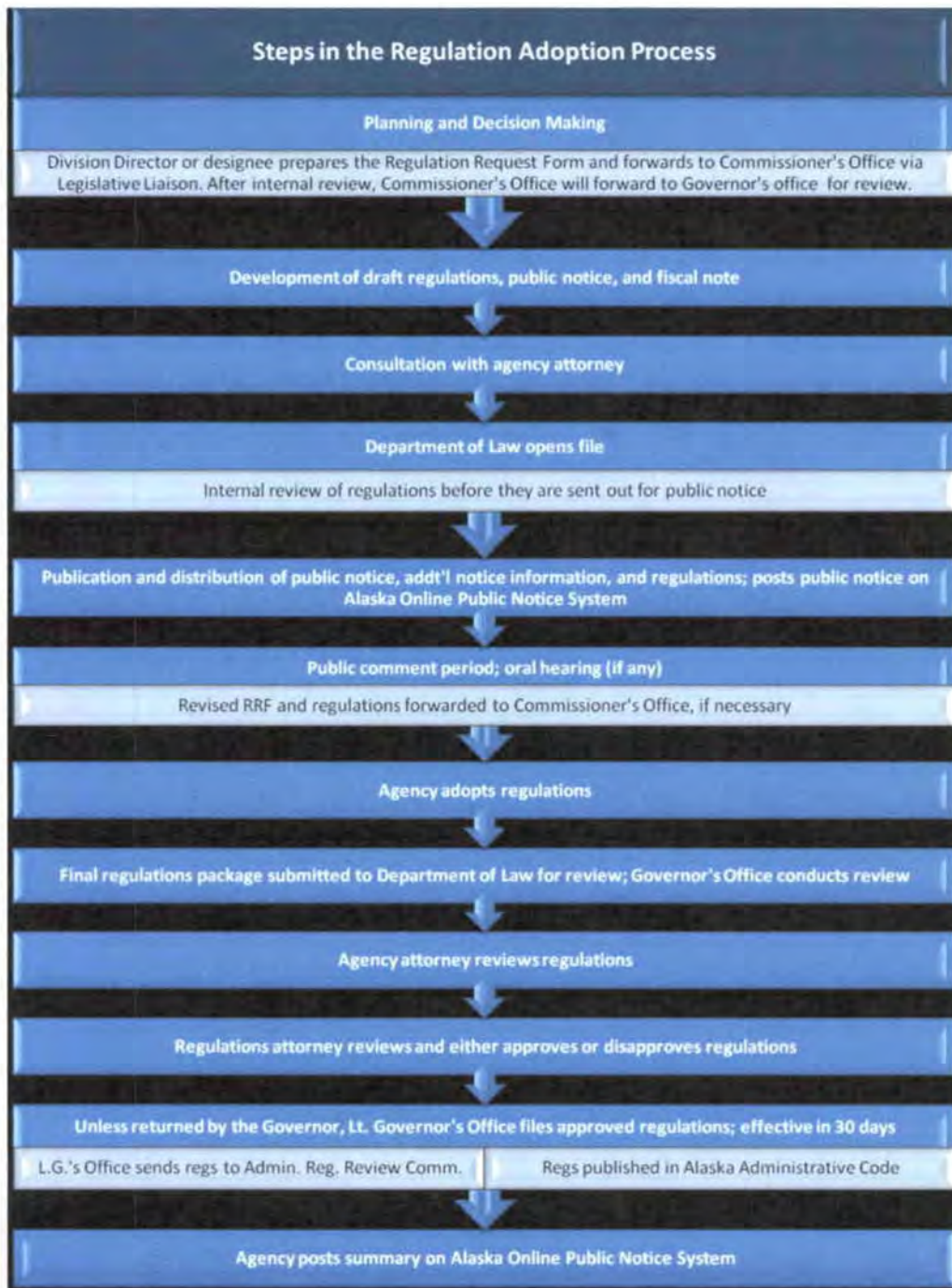
- 1) **Read your meeting packet:** Be informed before meetings. Board and commission members are provided meeting materials at least two weeks before the meeting. Read it and be ready to discuss the issues at the meeting. Information provided in the packet can help you better understand the issues and participate in more detailed discussion during the meeting.
- 2) **Become familiar with the board or commission's documents:** Take time to read any existing documents pertaining to the issues at hand.
- 3) **Know the laws regulating the board or commission:** Know the statutes, regulations, and scope of authority pertaining to the board or commission you have been appointed to, as well as those centralized for all CBPL regulatory bodies and requirements (such as travel or ethics) pertaining to any state board or commission.
- 4) **Learn all sides of an issue before forming an opinion:** A board or commission member makes better-informed decisions or opinions when he or she learns all sides of an issue. If a member takes the position that he or she already knows everything about an issue, he or she may miss an opportunity to learn something important to the debate.
- 5) **Take part in debate:** As a rule, the quality of board and commission decision-making process is improved when all members contribute to the discussion. Express your views and the views of the people you represent. Participation does not ensure that the outcome will be exactly what you want, but it will ensure that your opinions have been considered.

- 6) **Ask questions:** If you have a question about a subject, other members probably do as well. If you don't know something, the best way to learn about it is by asking questions.
- 7) **Seek solutions:** Be a problem-solver. Contribute to debate in a way that will lead to solutions and not merely add to the difficulty or complexity of a situation. When faced with a challenge, look for ways it can be done.
- 8) **Don't be shy:** Nobody else is going to speak up for you. Your idea may be the one that will lead to an answer or a solution, so speak up when you have something to say.
- 9) **Be inquisitive:** Dig into a matter and be assertive to get the information you need. The most productive environment for decision-making respects all opinions and everyone's right to express them. Relationships should be polite and professional. Board and commission members are state leaders who can set an example for others to follow.
- 10) **Share information:** If you know something about a proposal before the board or commission that other members may not be aware of, share it. The decision-making process will benefit when board and commission members share important information with the entire group. This encouragement does not extend to situations that may result in ex parte communication by the board.
- 11) **Put in extra effort:** Volunteer to serve on committees and perform special assignments. Your expertise and perspective are important to the success of the board.
- 12) **Take the time to make a difference:** The time you actually spend at meetings is only a small part of the time it takes to be an effective board or commission member. Be prepared to spend a fair amount of time preparing for meetings, staying informed, and being actively involved as a board or commission member.

IV. Effective Regulation

Requirements of meetings and regulations are first found in the Administrative Procedure Act, specifically 12 AAC 62 of the Alaska Administrative Code. A full copy of the Drafting Manual for Administrative Regulations can be read at http://law.alaska.gov/doclibrary/drafting_manual.html.

The CBPL Regulations Specialist is trained to assist in drafting regulations and moving them through the adoption process. This flow chart should assist the board or commission in planning.



V. Key Topics a Board or Commission Member Should Know

Executive Branch Ethics


Service on a state board or commission is a public trust. The Ethics Act (AS 39.52) prohibits substantial and material conflicts of interest. Further, board or commission members cannot improperly benefit financially or personally from their actions as board or commission members. The Act does not, however, discourage independent pursuits, and it recognizes that minor and inconsequential conflicts of interest are unavoidable.


All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below. The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government. Additional information is available at <http://www.law.state.ak.us/doclibrary/ethics.html>.

Misuse of Official Position (AS 39.52.120)

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, board members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they have a personal or financial interest; or
- coerce subordinates for his/her personal or financial benefit.
- attempt to influence outcome of an administrative hearing by privately contacting the hearing officer.

 Terry knew that a proposal that was before the board would harm Terry's business competitor. Instead of publicly disclosing the matter and requesting recusal, Terry voted on the proposal.

 Board member Mick has board staff employee Bob type an article for him that Mick hopes to sell to an Alaskan magazine. Bob types the article on State time.

Improper Gifts (AS 39.52.130)

A board member may not solicit or accept gifts if it could reasonably be inferred that the gift is intended to influence the board member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. All gifts from registered lobbyists are presumed to be improper, unless the giver is an immediate family member of the person receiving the gift.

A gift worth more than \$150 to a board member or the board member's family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board.

The receipt of a gift worth less than \$150 may be prohibited if it could reasonably be inferred that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board member will be advised as to the disposition of this gift.

A form for reporting gifts is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

This restriction on gifts does not apply to lawful campaign contributions.

☹️ The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay, since he isn't excluding any of the members.

😊 Sam buys a holiday gift every year for Jody. Jody was recently appointed to a board, but Sam has no business that is up before the board.

Improper Use or Disclosure of Information (AS 39.52.140)

No former or current member of a board may use or disclose any information acquired through the board if that use or disclosure could result in a financial or personal benefit to the board member (or a family member), unless that information has already been disseminated to the public.

😊 Sheila has been on the board for several years. She feels she has learned a great deal of general information about how to have a successful business venture. So she sets up her own business and does well.

😊 Delores has always advised and assisted the other doctors in her clinic on their continuing education requirements. After Delores is appointed to the medical board, she discloses this role to the board and continues to advise the doctors in her clinic.


Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)


A board member who can affect the award or administration of a State grant, contract, lease, or loan may not apply for, or have an interest in that State grant, contract, lease, or loan. This prohibition also applies to the board member's immediate family.

A board member (or a family member) may apply for or be a party to a *competitively solicited* State grant, contract or lease, if the board member does not serve in the same administrative unit awarding or administering the grant, contract, or lease *and* so long as the board member does not take official action in the award or administration of the grant, contract, or lease.

A board member (or a family member) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the award or administration of the loan.

Board members must report to the board chair any personal or financial interest (or that of a family member) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

 John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years so he figures that it doesn't matter when her grant application comes up before the board.

 The board wants to contract out for an analysis of the board's decisions over the last ten years. Kim would like the contract since she has been on the board for ten years and feels she could do a good job.

Improper Representation (AS 39.52.160)

A nonsalaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refrains from all participation and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act.


Restriction on Employment After Leaving State Service (AS 39.52.180)


For two years after leaving a board, a former board member may not work on any matter on which the former member had personally and substantially participated while on the board. This prohibition applies to cases, proceedings, applications, and contracts and similar matters.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.

This section does not prohibit a State agency from contracting directly with a former board member.

With the approval of the Attorney General, the board chair may waive this prohibition if a determination is made that the public interest is not jeopardized.

 The board has arranged for an extensive study of the effects of the Department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the Department's programs.

 Andy takes the job, but specifies that he will have to work on another project.

Aiding a Violation Prohibited (AS 39.52.190)

Aiding another public officer to violate this chapter is prohibited.

Agency Policies (AS 39.52.920)

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

Disclosure Procedures (AS 39.52.220-250)

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive administrator of the board or commission and Division staff, as state employees, must also disclose:

1. Compensated outside employment or services.
2. Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.
3. For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *"Ethics Information for Members of Boards and Commissions."* The executive director and staff should refer to the guide, *Ethics Information for Public Employees."* Both guides and disclosure forms may be found on the [Department of Law's ethics website](#).

To avoid violations of the Ethics Act, members of boards and commissions are advised to read and understand the Act, and to:

- Make timely disclosures.
- Follow required procedures.
- Provide all information necessary for a correct evaluation of the matter, including supplementing the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.
- When in doubt, disclose and seek advice.
- Follow the advice of your Designated Ethics Supervisor.

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

Complaints, Hearings, and Enforcement (AS 39.52.310-370, AS 32.52.410-460)

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also

initiate complaints from information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal.

The Attorney General may refer a complaint to the board member's chair for resolution.

After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. An accusation may result in a hearing.

When the Personnel Board determines a board member has violated the Ethics Act, the member must refrain from voting, deliberating, or participating in the matter. The Personnel Board may order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member.

If the Personnel Board finds that a former board member violated the Ethics Act, the Personnel Board will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

Conflict of Interest

A conflict of interest occurs when a board or commission member has a direct personal interest, usually a financial interest, in a matter before the board or commission. Sometimes conflicts of interest will occur, but it must be reported at the beginning of the meeting, and the affected member must request to be excused from voting on the matter. The provisions of conflict-of-interest laws are these:

- 1) A member of the board or commission should declare a substantial financial interest the member has in an official action and ask to be excused from a vote on the matter;
- 2) The presiding officer should rule on a request by a member of the board or commission to be excused from a vote; and
- 3) The decision by the presiding officer on a request by a member of the board or commission to be excused from a vote may be overridden by a majority vote of the board or commission.

It is not unusual for board and commission members to have conflicts of interest. Not all conflicts involve a substantial financial interest, however. Some conflicts may only appear to be improper or have the appearance of an unfair advantage. These conflicts should be declared, so the public does not think that board and commission members are self-serving and ignoring public interest. If a board or commission member thinks he or she has a conflict, the conflict should be declared and the presiding officer should be notified to decide whether the board or commission member should vote. A conflict should only be declared when a conflict is really believed to exist, and the determination of the

declaration should be read into the public record of the meeting. A conflict should never be declared to avoid having to vote on a difficult issue.

Open Meetings Act, Public Notice, and Executive Session

The Open Meetings Act (**AS 44.62.310**) requires that all meetings of public bodies are open to the public and that the public body must provide reasonable notice of its meetings. In essence, the Open Meetings Act protects the public's right to know. To accomplish this, the act requires that:

- All deliberations and action taken by a public entity must be done in public view, with limited exceptions;
- The public must be provided prior knowledge of all steps occurring in the decision making process, with limited exceptions; and
- Individual actions of an official are made known.

In order for these requirements to have full effect, meetings must occur as provided in the notice; and, with few exceptions, the public must be allowed to involve itself in the meeting; the public must also have access to materials being considered during the meeting.

Among other things, the act:

- defines public meetings and public entities;
- lays out specific requirements for public notice;
- requires that all meetings of a governmental body of a public entity are open to the public;
- lays out provisions for attendance at meetings and voting methods;
- lays out provisions for distribution of meeting materials; and
- lists the few exceptions to the act as well as matters that may be discussed in executive session.

Adequate Public Notice

In order to assure that the public information/participation provisions of the act are met, the act requires that the public entity must provide "reasonable" notice that meets the requirements of the act. To meet these notice requirements the notice must:

- be provided within a reasonable amount of time prior to the meeting;
- include the date, time, and place of the meeting;
- be posted at the principal office of the public entity and Alaska Online Public Notice System; and
- be done in the same way each time (consistent).

Where there are no regulations pertaining to a specific board or commission, the Division has adopted guidelines for publication of notices of meetings and regulations, found in the Division Policy and Procedure Manual. This manual is continually monitored for effectiveness, accuracy, and relevance and is being updated at the time of publication of the 2012 edition of this board manual.

Division policy states the following minimums pertaining to public notice of meetings in the Alaska Online Public Notice System and in the Anchorage Daily News:

- 10 days notice for in-person board meetings
- 5 days notice for teleconferences
- 5 days notice before the first subcommittee or working group meeting, with statement of regularly scheduled subsequent meetings. Subsequent meetings must provide 3 days notice on the Online Public Notice System only.
- 10 days notice for examinations

All meetings and exams will be posted on the Online Public Notice System and included in the Division's monthly newspaper announcement, which runs on the 15th of each month in the Anchorage Daily News. Special notices will run separately at the expense of the program affected. Additional information is provided in the Division Policy and Procedure Manual.

What Constitutes a Meeting

AS 44.62.310(h) provides detailed definitions of "governmental body," "meeting," and "public entity" that, when combined, define what constitutes a public meeting. A meeting of a decision or policy-making body occurs when more than three members or a majority of the members, whichever is less, engage collectively in discussion of a subject that the body is authorized to act and set policy on and is therefore subject to the Open Meetings Act. Under this definition, it doesn't matter where the meeting occurs, if it was prearranged, or who arranged it and could include unplanned casual or social contact.

A meeting of an advisory only body is a prearranged gathering to consider a matter on which the entity is authorized to advise and assist the decision making body and is subject to the provisions of the act. The act doesn't specify a number for advisory bodies, so if the gathering is prearranged for the purpose of conducting any business of the entity, the presence of three members of the body could constitute a meeting.

Following are the most common types of meetings that would be subject to the Open Meetings Act:

Regular Meetings: State law requires that the board or commission conduct its business at scheduled meetings that are open to the public. Regular meetings must be held according to the frequency set forth in statute for that board or commission. The board's web page should provide the date, time, and place of regular meetings so that everyone knows when regular meetings will take place. The public should be able to make plans to attend the meeting with reasonable advance notice. If at times it is necessary to reschedule the regular meeting, notice must be posted informing the public that the regular meeting has been rescheduled and when it will be held.

Special Meetings: Special meetings have the same requirements as regular meetings, except that they are called for a different time than that fixed for regular meetings. For example, the board may have adopted a regular meeting date but determine that it needs to meet during the

interim. If the board must meet earlier, it can call a special meeting for a different date. Special meetings should be held rarely and only to address time sensitive issues. Special meetings are not considered when determining the division's travel resources for the year.

Committee Meetings: Permanent ("standing") committees and temporary ("ad hoc") committees of the board may be formed to study particular issues in more detail. Standing committees address ongoing activities of the board. Ad hoc committees are formed to address a specific situation and are disbanded once the situation has been dealt with. Committees may be composed of all members of the board (referred to as a committee of the whole), or of fewer members, usually three. A committee cannot take action on behalf of the full board or commission but instead makes a recommendation to the board or commission for the board's action. The committee of the whole meets to discuss items that are not ready for action but need further discussion in an informal setting. For example, a regulations project may require a work session before it is formally adopted. Committee meetings must be publicly noticed.

Boards and commissions should take care not to conduct business over email, lest the public be removed from the process. Boards may participate in mail voting via email or through the division's online mail balloting system because these processes do not involve board members emailing each other and the votes are reproducible for the public. Board members should not email each other about board business; if a special meeting is needed, a member can alert staff and a meeting can be arranged.

Executive Session

AS 44.62.310(b) authorizes a public body to meet in executive session to discuss only those items listed in the law. This is not an exception to the Open Meetings Act, but rather an authorization to conduct a step in the decision making process in a certain way. The decision to go into executive session must weigh the potential harm of open discussion against the public interest and benefit of open public discussion and the public's right to know.

An executive session is not a secret meeting - it is a part of the public meeting from which the public may be excluded. The board or commission may, at its discretion, invite others into the executive session. All executive sessions must first be convened as a legal public meeting and a motion must pass that clearly describes the subject to be discussed before the board or commission can go into executive session. Only certain topics, which are listed in AS 44.62.310(c), can be considered in executive session. These topics are:

- matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion (Note: the subject individual must be provided personal notice and be informed of the option to request public discussion);
- matters which by law are required to be confidential;

- matters involving consideration of government records that by law are not subject to public disclosure.

In addition to the subjects that may be discussed in executive session, there are certain meetings of a government body of a public entity that are excluded from the public notice requirements of the act (AS 44.62.310(d)). The types of meetings most frequently encountered by boards that would be exempt are:

- meetings to perform a quasi judicial function (though excluded from the Open Meetings Act, constitutional due process requires individual notice if an individual's rights are involved);
- meetings to act on professional qualifications, privileges, or discipline;
- staff or employee group meetings; and
- member meetings of national, state, or regional organizations at which no business of the government body is conducted.

The best rule of thumb to follow is if in doubt, provide notice.

In addition to requiring that deliberations of a board or commission be open to the public, the act also requires that the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote, including meetings conducted by teleconference.

Alaska courts have ruled strongly in favor of the Open Meetings Act. Actions taken at unnoticed or improperly noticed meetings can be voided. It can also cost the State of Alaska a great deal of money to defend officials against charges of Open Meetings Act violations.

Casual Conversation Counts

When outside of a publicly-noticed meeting, officials should exercise caution when engaged in discussing issues among themselves. This kind of discussion has been, and can be, construed as a violation of the Open Meetings Act.

As a practical matter, board and commission members will often speak to one another. When members pass each other on the street or sit together in a café for coffee, it is natural that the conversation could drift to include public business. Before the full board or commission hears an issue, members must be careful not to engage in discussions that lead to a decision on the issue and not to commit to vote a certain way or to seek to influence another member's vote. Board and commission members must also take care not to discuss investigations with the affected licensees before a vote takes place. This type of discussion is called "ex parte" communication and should result in the recusal of the member from the vote on that issue.

A lot of ideas can result from casual encounters outside the pressure and formality of the board or commission chambers. Exchanging information, ideas, and viewpoints can be valuable. However, board and commission members, like all public officials, must be mindful of the provisions of the Open Meetings Act. This manual is provided as general guidance regarding the requirements of law but is not a substitution for reading and understanding the law itself. Should interpretation be required that CBPL

staff cannot provide, the board may wish to seek clarification from the office of the Attorney General through staff.

Ex-Parte Contact

It is sometimes tempting for an applicant, licensee, or attorney to attempt to circumvent the usual application decision-making procedures, to seek information on a pending application, to discuss a disciplinary action, or to seek to influence an individual's decision by directly contacting one of the board members. Such communications are called "ex parte" communications.

Ex parte communications are improper. The result of such a communication is that the board member so contacted will be unable to discuss, participate in, or vote on the application or disciplinary action.

The foundation of due process is that each side in a dispute has the opportunity to be heard. If one side has the opportunity to make an argument, the other side must have the opportunity to respond. Regulatory licensing boards and commissions are composed of individuals who, when acting as individuals, have no authority. Collectively, the board may act on applications, make decisions, receive information, or direct staff to take action. Further, the board's authority and power to act exists only during lawfully convened board meetings and while performing adjudicatory functions in contested cases.

The risk to the applicant or licensee who attempts such communication is that a board member who might have been favorably disposed to their case will not be able to participate in the decision or vote. Should any individual attempt to contact you to discuss a license application or disciplinary case, please refer them to a staff member (licensing examiner, investigator, or executive administrator) for response. Should you experience an ex parte communication, please so indicate when that issue is addressed by the board in session. Alert the chair about the contact so he or she can determine whether it is appropriate that you be recused from the discussion, deliberation, and vote. It is sometimes best to simply state the reason for your recusal and leave the room until the issue is settled.

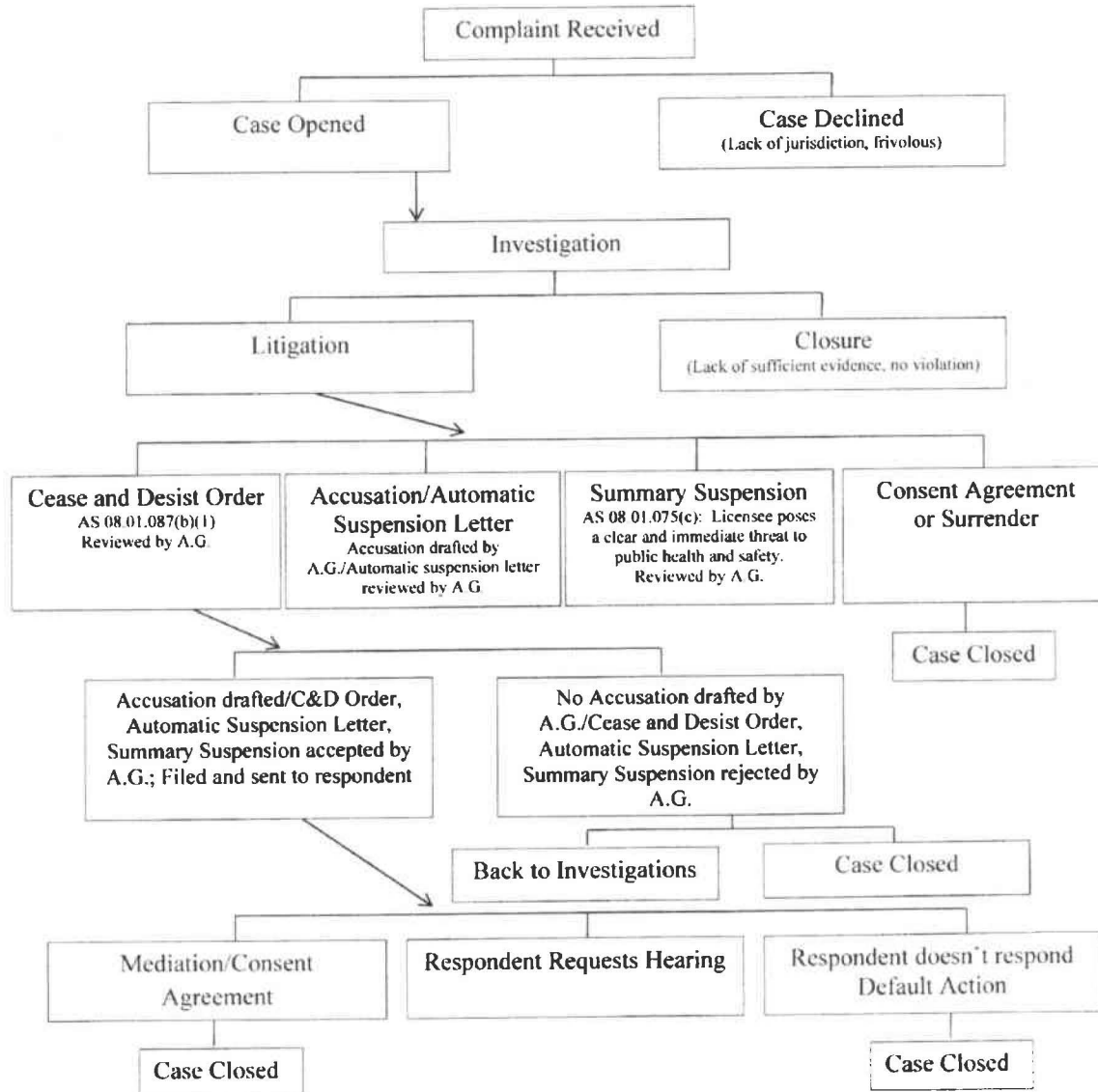
If you are unsure about the nature and extent of the contact, please contact the board's staff for guidance.

Investigation Process

Boards and commissions function in a quasi-judicial role, meaning that they act as the judge and jury when disciplining licensees for infractions of state statute and regulations pertaining to their license. The boards work with the Division's Investigations Unit to ensure the process is fair and discipline is reasonable. Each board may have one or more investigators assigned according to size and complexity of caseload.

STATE OF ALASKA
DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT
DIVISION OF OCCUPATIONAL LICENSING

INVESTIGATION PROCESS



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Complaints:

Complaints about license violations are received by the Investigations Unit. All written complaints, or reports, alleging a violation of statute or regulations should provide a specific and detailed summary of the complaint; the complainant must include any documentation or witnesses they feel supports the allegation of wrongdoing and, in healthcare complaints, a release for patient records.

Upon receipt, the complaint and evidence are reviewed by investigators to ensure jurisdiction over the person named in the complaint and the alleged violation by that person. This review takes into account, informal guidelines established by the Board or Commission, and the statutes and regulations of that specific practice area. If the complaint does not appear to allege a violation that is within the Board's jurisdiction, the Division may close the complaint. If the complaint does center on a violation that is within the Board's jurisdiction, an initial letter may be sent to the licensee against whom the complaint is filed. This letter provides notice of the complaint and allegations and may request records, an interview, or other response by the licensee.

Complaints that present an immediate threat to public safety are given priority; however, all complaints are investigated as quickly as possible. The steps taken in the investigation are determined on a case by case basis by the specifics of the allegations. This portion of the investigative process may be quite lengthy and may require additional information or evidence from the complainant, licensee, businesses, other governmental agencies or state boards, witnesses, or related parties.

Inquiry and Investigation:

The investigators conduct an inquiry into the complaint; generally, the steps for an inquiry include the following:

- obtaining records, documentation and evidence related to the complaint;
- locating and interviewing the complainant, the client, the subject and any witnesses;
- drafting and serving subpoenas for necessary information.

After investigators have gathered pertinent information or evidence to prove or disprove an alleged violation, the matter is reviewed with the Chief Investigator and, when appropriate, the board or commission's liaison, a panel of two board members, or an expert in the field. This review may result in a recommendation that more information be obtained, the case be closed, or that the case continue forward. The board's liaison or review panel does not determine guilt or innocence; it simply reviews the complaint to determine whether the allegations, supported by un-contested or sufficient evidence, would warrant proceeding with disciplinary action even if contested by the licensee.

If the complaint is supported by evidence, it proceeds to a case, or investigation. Once an investigation is opened, the licensee is notified they are under official investigation by the Division on behalf of the board or commission. This distinguishes between allegations brought against a licensee and a matter where allegations were brought and it was determined the licensee committed a violation of statutes or regulations governing their license. This is an important step because complaints can be unfounded or determined to be unsupported by evidence, and they are closed before becoming an official investigation, protecting the subject of the complaint from unwarranted repercussions in the community or area of practice. If a violation is supported by evidence and the matter proceeds to an investigation, the next step is determining an appropriate result.

Disposition of Cases:

The majority of cases are resolved through a Consent Agreement, an amicable settlement of a case short of a public hearing; this Agreement spells out agreed upon disciplinary action between the board and the licensee and allows more options in achieving a balanced resolution for both parties.

The Consent Agreement is written by the Division, in consultation with a reviewing board or commission member; they consider the nature of the violation, the standard in effect at the time it was violated, the effect of the violation on the public and the profession, whether the respondent was knowing and willful, previous violations, whether the licensee was cooperative and took responsibility for the violation, any mitigating circumstances, the disciplinary action's effect on improving the licensee's practices, precedents set by other cases for consistency from case to case, and if appropriate, a necessary deterrent for other practitioners to avoid a similar violation.

Consent Agreements may involve any of the following:

- reprimand
- revocation
- assessment of a civil penalty (fine)
- suspension (for a specific period of time)
- probation
- condition to take additional Continuing Education over and above the annual requirement
- restrictions on practice (some Boards)

If an Agreement with the licensee is unsuccessful, the case is referred to the investigators' counsel, an Assistant Attorney General (AAG), for review and possible litigation, filing an Accusation charging the violations. If an Accusation is filed, the licensee is entitled to a hearing on the charges against them. After guidance from the board or commission and the Division, the AAG may approach the licensee to negotiate a settlement prior to a hearing. If a settlement cannot be reached, an administrative hearing will be held. All involved parties may be requested to appear and testify at the hearing, conducted by Administrative Law Judges through the Office of Administrative Hearings (OAH). After the hearing, OAH provides the board or commission with a proposed decision and order; the Board or Commission may adopt, amend, or reject the proposed decision and issue their own Decision and Order. Any Decision and Order adopted by the board or commission may be appealed to the Superior Court by the licensee.

The Division does not intervene in a dispute regarding the fees charged by a licensee. Disciplinary action is considered carefully on a case-by-case basis since the action may adversely affect the licensee reputation and ability to make a living. Therefore, it takes more than a claim of wrongdoing to file a complaint with the board; the allegation must be substantiated and must be jurisdictional to the statutes and regulations of that board or practice area.

Confidentiality:

Investigations are required by statute to be kept confidential. This often prevents the complainant, licensee, and the board from obtaining progress reports or information that may disclose the current

status of an open investigation. This also protects the reputation of licensees who may be accused of wrongdoing but the allegations against them are unproven. Cases often involve other agencies, businesses, and practices; disclosing information during an on-going case can compromise the investigation, create conflicts for reviewing Board members, or result in unnecessary hardship to the licensee. Communications to complainants are sent if the case is closed or if certain actions taken by the board to adopt a decision are public.

Questions about the investigations process should be directed to the board's investigator or the Chief Investigator.

Traveling as a Board Member

The travel regulations are established under AS 39.20.160 to provide approval for travelers on State business and to provide reimbursement for actual and necessary expenses incurred by travelers while traveling on State business. State agencies and travelers are required to comply with these policies whenever traveling on State business and are prohibited from adopting their own policies that differ from statewide policies without the approval of the Commissioner of Administration.

Packets containing travel policies are available through board staff. Staff can be very helpful in assisting with pre-travel questions. Please also note the following guidelines for submitting documents after board travel:

- When the traveler returns to their home destination, a final Travel Authorization (TA) form is due within five business days for reimbursement.
- The travel desk will issue reimbursements within 10 business days of receipt of the properly completed TA. Reimbursements maybe withheld until completion of the TA on a case-by-case basis.
- All TAs must be signed by the traveler and the approver, or include written approval from both.
- Below are the documents you will need to submit, if applicable:
 - TA Final with traveler signature or written approval
 - A copy of the purchased itinerary
 - Boarding passes
 - Itemized commercial lodging facility receipts
 - Rental car agreement
 - Receipts for expenses (though receipts for expenses of \$25.00 or less are not required, they are strongly encouraged - total reimbursement of expenses without receipt is limited to \$30.00 per trip).
 - ATM receipt for any cash advances.
 - Approval information with total costs.
- Reimbursements for cab fare without a receipt may be disallowed

Per Diem Calculation Table

A traveler must be in travel status at least three consecutive hours during a meal period to be entitled to a per diem referred to as "&IE" for "Meal and Incidental Expenses" for that meal. On the days of

departure and return, the traveler receives a prorated M&IE based upon scheduled flight (or other common carrier) departure and actual return times as follows:

Departure Time	Before 9:01 AM	Before 2:01 PM	Before 11:01 PM
M&IE	Full day	Lunch & Dinner	Dinner
Return Time	12:00 PM (Noon)	Before 5:00 PM	After 4:59 PM
M&IE	Breakfast	Breakfast & Lunch	Full

Board Finances

Boards and commissions are partners with CBPL in management of licensing fees, revenues, and expenditures. The professional licensing unit of the Division—which includes all board activity—is funded wholly by “receipt supported services.” This means that by statute, all costs must be covered by licensing fees.

AS 08.01.065 delegates the responsibility for fee-setting to the Division, which in turn must consult with the board when proposing changes. It requires the division to “annually review each fee level to determine whether the regulatory costs of each occupation are approximately equal to fee collections....”

CBPL receives authority to spend the funds collected through licensing fees:

- The Legislature appropriates annual spending authority for the Division, both by total dollar amount for the Division and by funding source. Spending authority gives the green light to expend those funds up to the stated limit. It does not, however, provide the actual funding.
- Once the appropriation is signed into law, it goes into effect for the next fiscal year, which begins July 1.

The total spending authority ceiling is shared among all CBPL activities according to funding source:

- The Division as a whole cannot spend more than its appropriated amount. This amount includes all aspects of administration of all professional and business licensing programs, board activity, corporation registration, and investigation expenses.
- If a board collected a higher fee amount than needed, those funds carry forward from one fiscal year to the next. These funds can be used to reach the spending authority limit stated in legislation if current-year collections are not sufficient to cover costs.
- Because AS 08.01.065 says the Division must assess fees that approximate the cost of that particular licensing program, boards should not maintain too large a roll-forward surplus or carry too extreme a deficit. The surplus may be “paid back” to the licensees by maintaining or lowering licensing fees and using the surplus for ongoing board expenses.

Expenses of the Board

Licensing programs incur two types of expenses, called “direct” and “indirect.”

Direct costs can be attributed specifically to a licensing program. Direct costs include program-specific payroll, activities such as travel, printing and mailing, agreements, and contracts that are identified with one or more particular boards. A summary of these costs are provided in your Quarterly Schedule of Revenue & Expenditure as shown in the example below:

Direct Expenditures	
Personal Services	84,376
Travel	5,342
Contractual	28,395
Supplies	129
Equipment	0
Total Direct Expenditures	118,241

Indirect cost cannot be directly attributed to specific boards and commissions and include such items like space and staff that support all licensing programs.

Indirect costs are allocated according to the number of licensees in a program. Indirect costs are an estimate during the current fiscal year based on the previous fiscal year's actual costs. They are adjusted during the year-end closeout at the end of the 4th Quarter to reflect actual costs for the current year.

Board and Commission Review of Fiscal Documentation

Your board's staff liaison will include documentation of the board's most current finances in board packets sent before each scheduled meeting. In your board meeting packet, you will receive:

- Quarterly Schedule of Revenue & Expenditure (i.e. the board's quarterly report)
- Breakout of direct and indirect expenditure

Board meetings may happen more frequently than new reports are published, which may result in a meeting without updated financial information. Please keep that in mind as meetings are scheduled.

Report publication schedule:

1st Quarter (July-September) = Reports ready at the end of October

2nd Quarter (October-December) = Reports ready at the end of January

3rd Quarter (January-March) = Reports ready at the end of April

4th Quarter (April-June) = Reports ready at the end of September (Due to the State's year-end financial close-out process, extra time is required.)

VI. Meetings and Motions

Rules of Procedure

Rules of procedure are not statutes or regulations but guidelines the board or commission has agreed to follow. Contained in these rules might be a list identifying the board or commission's standing committees, the parliamentary procedure for running meetings, or perhaps a requirement to end meetings at a certain time. Boards and Commissions may also pass regulations that specify how many absences are allowable before a member is removed from the board.

The Agenda

The board or commission must approve an agenda format to be used at all regular meetings. A sample agenda might include the following:

- I. Call to Order
- II. Roll Call
- III. Statement of Conflicts of Interest
- IV. Approval of Minutes of Previous Meeting
- V. Public Comment on Non-Agenda Items
- VI. Consent Agenda (if using)
- VII. Staff Reports
 - i. Executive Administrator (if applicable)
 - ii. Director or other management staff
 - iii. Administrative Officer (for fiscal report)
- VIII. Regulations for Introduction
- IX. Public Hearing on Regulations
- X. New Business
- XI. Old Business
- XII. Committee Reports
- XIII. Board or Commission Comments and Questions
- XIV. Adjournment

The order of the agenda may be changed at the meeting. For example, an item toward the end of the agenda may be moved up and dealt with earlier in the meeting; this can be done by a motion to amend the agenda. The agenda should be amended only when there is a good reason. Try to maintain the posted public comment periods since constituents may have taken great care to arrive at that time.

Taking Part in Debate

Debate and discussion are not the same. Discussion is general and does not necessarily lead to closure of an issue. It is the method used for less formal meetings and work sessions. Debate occurs after a motion has been made, and formal board or commission actions are required. Board discussion is not a

formal request for action, so members should take care to make a motion in order to propose an actionable item--particularly one that involves a fiscal matter, policy change, or staff response.

Debate at board and commission meetings goes through the chairperson. If a board or commission member wants to speak, he or she must raise a hand and be recognized by the chairperson (or presiding officer, if the chairperson is absent or doesn't run the meeting). If there is a motion on the floor, then the member may only speak to that motion. Members should never interrupt one another. Comments should be brief and to the point.

Members may mingle with the public in other settings, but meetings are the events at which the public's business is conducted and decisions are made, so meetings should be conducted in a calm, orderly environment free from disruptions. After all, good decisions are more likely in a quiet, controlled, uninterrupted setting. Members of the public are not members of the board, so they should refrain from engaging in board business. Members of the public may speak during the common public comment period, or they may formally request to address the board by requesting to be on the agenda well ahead of time or by signing in to address the board per the board's adopted procedures. When the public informally interacts with the board during a meeting, the business can be disrupted and the outcome of the motion could become unclear.

Parliamentary Procedure

One of the greatest procedural tools a board can adopt is one of parliamentary procedure, which sets the protocol for meeting management. Parliamentary procedure is not as complex as many fear. Most boards and commissions use Robert's Rules of Order, and there are many guides available online or in hard copy to demystify the process. A guide to the parliamentary motions used most frequently is included in Appendix 2.

The use of rules, or parliamentary procedure, for meetings fulfills several important purposes. It provides structure for deliberation of issues. It ensures that only one item at a time is before the board or commission for debate. It provides a forum for debate that is fair to everyone and partial to no one. Finally, it permits the will of the majority to prevail while protecting the rights of the minority and permitting all sides of an issue to be heard. Boards and commissions can use their own rules for parliamentary procedure, but most use Robert's Rules of Order because this set of guidelines is familiar and well-established.

Types of Motions

The backbones of parliamentary procedure are in motions and how they are made and disposed of, the various categories of motions, and the relationship between motions. There are four types of motions, but the most common is the main motion, which brings an item of business before the board or commission for its formal deliberation. Only a main motion can bring matters before the board or commission for a vote.

Robert's Rules of Order Motions Chart

Part 1: Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2: Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3: Motions That Bring a Question Again Before the Board
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Making a Motion

A main motion is the way an item is placed before the board or commission for consideration and action. A board or commission member, after being recognized by the chair, may say, "I move to approve the minutes from the November 2011 meeting as amended." The chairperson then asks for a second and, when the motion is seconded, asks if there is any debate on the motion. Any subsidiary motions that may be made, such as a motion to amend, table, or send the statute to a committee, must be voted on before the main motion may be voted on. Robert's Rules of Order requires that every motion have a second. In Mason's Manual of Legislative Procedure, however, motions do not require a second.

Every motion consists of eight steps (or seven, if using Mason's rules) that follow in order:

- 1) A board or commission member seeks recognition from the chair.
- 2) The member is recognized by the chair and "has the floor."
- 3) The member makes a motion.
- 4) The motion is seconded (Robert's Rules of Order).
- 5) The chair restates the motion to the body.
- 6) Board or commission debates the motion.
- 7) Board or commission votes on the motion.
- 8) The chair announces the result of the vote.

Voting

Once debate on a motion is completed, the board or commission has to vote. Every member present has to vote unless the member declares a conflict of interest and the chairperson (or presiding officer) rules that the member has a conflict of interest that prevents him or her from voting. Voting may be given orally or as a show of hands. If the board or commission's bylaws do not already require it, anyone on the board or commission may request a roll-call vote in which the clerk calls each member's name and each name and vote are entered into the record. The public has a right to know how each member voted, so the minutes should reflect each person's vote on each motion.

Abstaining from Voting

Boards and commissions perform their work through decisionmaking in a public setting. A board cannot take action without voting. Members are appointed with the expectation that they will participate by letting their voice be heard through their vote. It is highly advisable that each board and commission member vote on every issue. A member should only abstain if the chairperson has ruled that he or she has a conflict of interest on the particular matter being voted on. A board or commission member must explain his or her conflict and receive a ruling on whether a conflict exists. The chairperson's ruling, whichever way it goes, may be overridden by a majority of the board or commission.

It is a misconception that the chair can only vote in the case of a tie. From www.robertsrules.com:

If the chair is a member of the voting body, he or she has exactly the same rights and privileges as all other members have, including the right to make motions, to speak in debate, and to vote on all questions. So, in meetings of a small board (where there are not more than about a dozen

board members present), and in meetings of a committee, the presiding officer may exercise these rights and privileges as fully as any other member.

When will the chair's vote affect the result? On a vote that is not by ballot, if a majority vote is required and there is a tie, he or she may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, the chair can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, he or she may vote either to cause, or to block, attainment of the necessary two thirds.

The Office of Boards and Commissions requests that boards with members who regularly abstain ensure that the practice is codified in that body's policy and that the policy is—as with other board policies—available to the public via the board's web page.

Unanimous Consent

Unanimous consent occurs when all members vote in favor of a motion. Sometimes unanimous consent simply occurs after a vote, when all members vote the same way. Other times, unanimous consent may be requested as part of a motion. Typically, this request happens when the person making the motion knows the item is not controversial. The person making the motion might say, "Mr. [or Madam] Chair, I move to approve the minutes from the November 2011 meeting and ask unanimous consent." The chair then asks if there is any objection. If there is none, the item is adopted by unanimous consent.

Discussion may also be permitted but usually only for clarification. If there is objection, then debate occurs and the matter goes to a vote.

Quorum

A quorum is the minimum number of board or commission members required to conduct business. AS 29.20.160(c) states that a majority of the total membership of the board or commission constitutes a quorum.

A member who is disqualified from voting is considered present for purposes of a quorum. If a quorum is not present, any number of the members present may recess or adjourn the meeting to a later date. Formal actions of the board or commission must be adopted by a majority of the full membership, never by a majority of the quorum. Thus, if only four members (a quorum) are present at a meeting, any one member can vote down items before the board or commission because three votes is not a majority of the full membership. For this reason, sensitive, complex, or difficult matters should come before the board or commission only when all members are present.

This underscores the need for all members to be present at every meeting. If absences must occur, then proper notice must be given in order to determine whether to reschedule the meeting. The cost of travel and consideration of public notice have a great impact on the program's licensees, so absences must be taken seriously. Boards and commissions may adopt regulations regarding removal of members for excessive absences. Board members who find they need to resign may do so in writing to the Office of Boards and Commissions with a copy to the Division.

Role of the Chair in Board and Commission Meetings

Board and commission members and the public look to the chairperson to provide leadership during the meeting. The chair should understand the issues before the board or commission, know and understand the philosophies of the fellow members of the board or commission, and be able to bring the board or commission to decisions on difficult or complicated issues. The chairperson should be able to do all of the following effectively.

- **Run a Meeting:** The chair is responsible for running an orderly meeting and conducting public business in a fair and timely manner. Everyone looks to the chairperson for leadership.
- **Maintain Order:** The chairperson should not allow cheering, hissing, booing, or other demonstrations from the audience. Nor should he or she permit board or commission members to become rude, confrontational, or argumentative with one another or the audience.
- **Keep Business Moving:** It is the chairperson's job to keep business moving by bringing matters to a vote.
- **Manage Public Testimony:** By using a sign-up list, the chairperson will know who wants to speak on items before the board or commission. If a large number of people wish to speak, the chairperson should set a time limit per speaker (usually three minutes). Rambling, irrelevant testimony should be discouraged, as should commentary from the public during board deliberation of an issue.
- **Maintain Relevance:** Discussion between board or commission members and members of the public who are testifying should be limited to fact gathering that helps the board or commission make informed decisions.
- **Use Parliamentary Procedure:** The chairperson needs to know enough parliamentary procedure to run the meeting. Someone else may be the parliamentarian, but the chairperson must have a working knowledge of parliamentary procedure.
- **Tie Things Together:** The chairperson should have the ability to take into account public testimony, board or commission deliberations, and an understanding of the issues at hand when guiding the board or commission toward a decision.
- **Implement Approved Actions:** The chairperson should have the ability to create an action plan and follow through with staff or other entities on the actions decided at the meeting.

VII. Board and Commission Relationships

Introduction

Boards and commissions interact with many different individuals and groups of people. This section addresses the business nature of these relationships.

Relationship with the Chairperson

It is important that the board or commission works together for the common good of the state. If the chair and the board or commission fight all the time, the disputes project a negative image to the public, waste valuable time, promote conflict, slow down work and progress, and distance members from each other. Board and commission members may not always agree with the chairperson, but they must work with the chairperson. As board and commission members are appointed by the governor, they are responsible for more than their own viewpoints and should:

- Project a positive image.
- Make best use of the board or commission's time.
- Promote teamwork.
- Permit work to go forward and progress to be made.
- Involve the whole board or commission in solving problems.

An organized, well-informed board or commission that works together with the agency and profession stakeholders helps strengthen the well-being of the state.

The Board's Governance Role

The word *governance* derives from the Greek verb κυβερνάω [*kubernáo*] which means *to steer*.

The board's role in regulation is to provide the oversight entrusted to them by the public by allocating resources and creating policies within the authority allowed by law.

Board and commission instructions to examiners should go through the chairperson by way of a formal motion. This provides clarity to the Division when resources are expended. It helps supervisors direct examiner workloads and provides for more effective management of program funds. Additionally, individual board and commission members should not give instructions to the staff without the knowledge or consent of the full board or commission, because one member's viewpoint or request may not represent the shared viewpoint or position of the full board or commission.

While board executives exercise a great deal more autonomy, it is helpful for boards to always provide general direction to staff in a public meeting so the board retains awareness of and accountability for its activities.

Boards must take care to separate themselves from day-to-day staff /management responsibilities.

When in doubt, ask:

- Is it central to the mission?

- Is it a big-picture concern?
- Does it affect board finances or laws?
- Does it need high-level scrutiny or support?
- Does it pertain to the “what” and “why” of the mission?

If “yes,” then it’s a board responsibility.

The Staff’s Management Role

The staff’s role in regulation is to enact the mission of the board through strategic use of resources allocated by the board or provided for in regulation. It is the staff’s job to provide the board or commission with the facts and information needed to make a decision. In fact, it is customary for the staff to make a recommendation for board or commission action. However, the board or commission should not make any staff person into an additional board or commission member by expecting that person to make decisions that the board or commission is appointed to make. Such expectation for decision-making can place a staff member in the awkward position of substituting his or her judgment for the collective judgment of the board or commission. This expectation is unfair to the staff person and can make him or her a scapegoat for mistakes.

An examiner may advise the board on procedural issues and other topics that may provide a “bridge” to the Division during the meeting. An executive administrator may have a more fluid role and provide input on board policy and regulations as requested by the board.

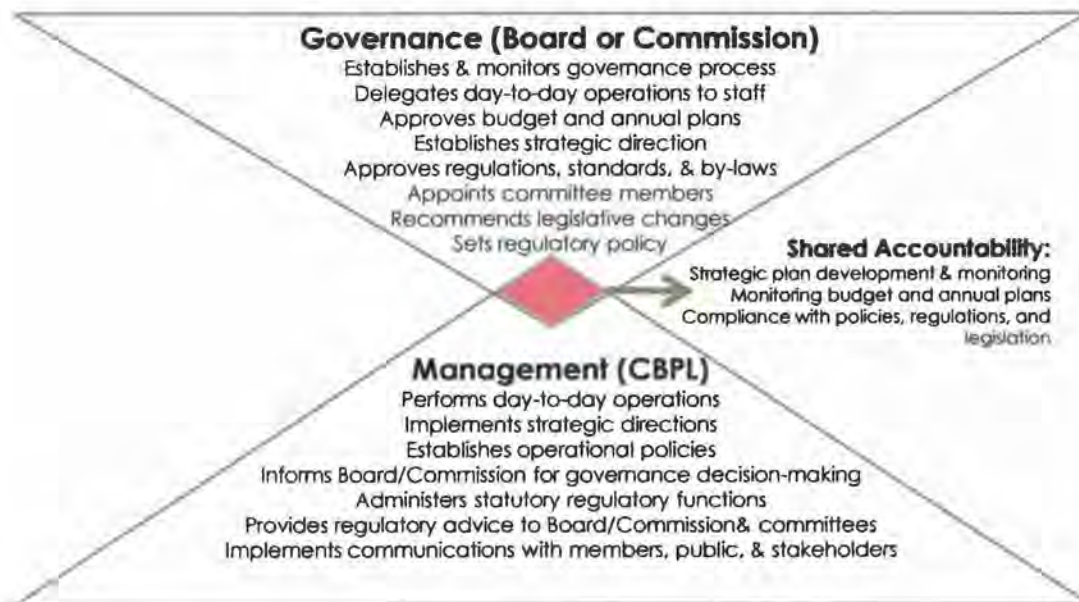
The Division of Corporations, Business and Professional Licensing provides many staff members with varying types of expertise to aid the work of the board or commission:

- **Specialized staff:** The Administrative Officer, Investigators, Regulations Specialist, Paralegal, and Publications Specialist provide resources to boards and commissions as pertains to their fields. These staff members may be requested to present fiscal or enforcement information at board meetings, assist with drafting of regulations, facilitate continuing education audits, or perfect public documents, among other services. These staff members work daily behind the scenes to maintain the work of the boards and the division.
- **Licensing Examiner:** The Occupational Licensing Examiner is primarily responsible for screening and issuing licenses per board or commission statutes and regulations. In many cases, the examiner helps administer the meeting, take notes, and maintain the day-to-day office activities of the board or commission. The examiner may staff multiple licensing programs and assist various boards and commissions. The examiner is expected to have a thorough understanding of the statutes and regulations that apply to their programs and to seek assistance when problems or questions arise.
- **Records and Licensing Supervisor:** All examiners are supervised by a Records and Licensing Supervisor, who is responsible for the accuracy and consistency of the examiner’s work. The supervisor is responsible for training and monitoring licensing examiners under his or her

purview and directs their workflow. The supervisor must have a thorough knowledge of the statutes, regulations, and procedures of all programs for which he or she is responsible.

- **Executive Administrator:** The Executive Administrator (whose title may vary) manages the affairs of one board or commission. The “exec” is appointed by the governor and is expected to engage the board or commission at a deeper level than the examiner. The executive receives additional program- or content-related assignments from the board, represents the board or commission at professional meetings, and cultivates a body of knowledge about the workings of the profession in order to better advise the board.
- **Professional Licensing Operations Manager:** This position manages the functions of the entire Professional Licensing Unit and its staff. The manager is responsible for the “big picture” systems required to plan, organize, direct, and coordinate board and division activities and resources as they pertain to professional licensing activities.
- **Division Director:** The director is the principal executive officer of the entire division, including Professional Licensing, Corporations and Business Licensing, Administration, and Investigations. The director bears substantial responsibility for the determination of policy and for the way in which policies are carried out.

GOVERNANCE MODEL



VIII. Updates to This Manual

The Division of Corporations, Business and Professional Licensing strives to be an efficient and effective partner in meeting the boards' obligation to ensure that competent, professional, and regulated commercial services are available to Alaska consumers.

From time to time, this manual may be updated as regulations or policies change or as new tools become available to assist boards and commissions in fulfilling their important role in this partnership.

Should you have question about the contents of this manual or suggestions for future training materials, please contact the Professional Licensing Operations Manager at 907-465-2144.

Additional credit for certain contents:

- Alaska Department of Law
- Alaska Department of Commerce, Community, and Economic Development; Division of Community and Regional Affairs
- Alaska Department of Administration; Division of Finance
- The Council on Licensure, Enforcement, and Regulation
- The staff of the Division of Corporations, Business and Professional Licensing

Comments and Suggestions

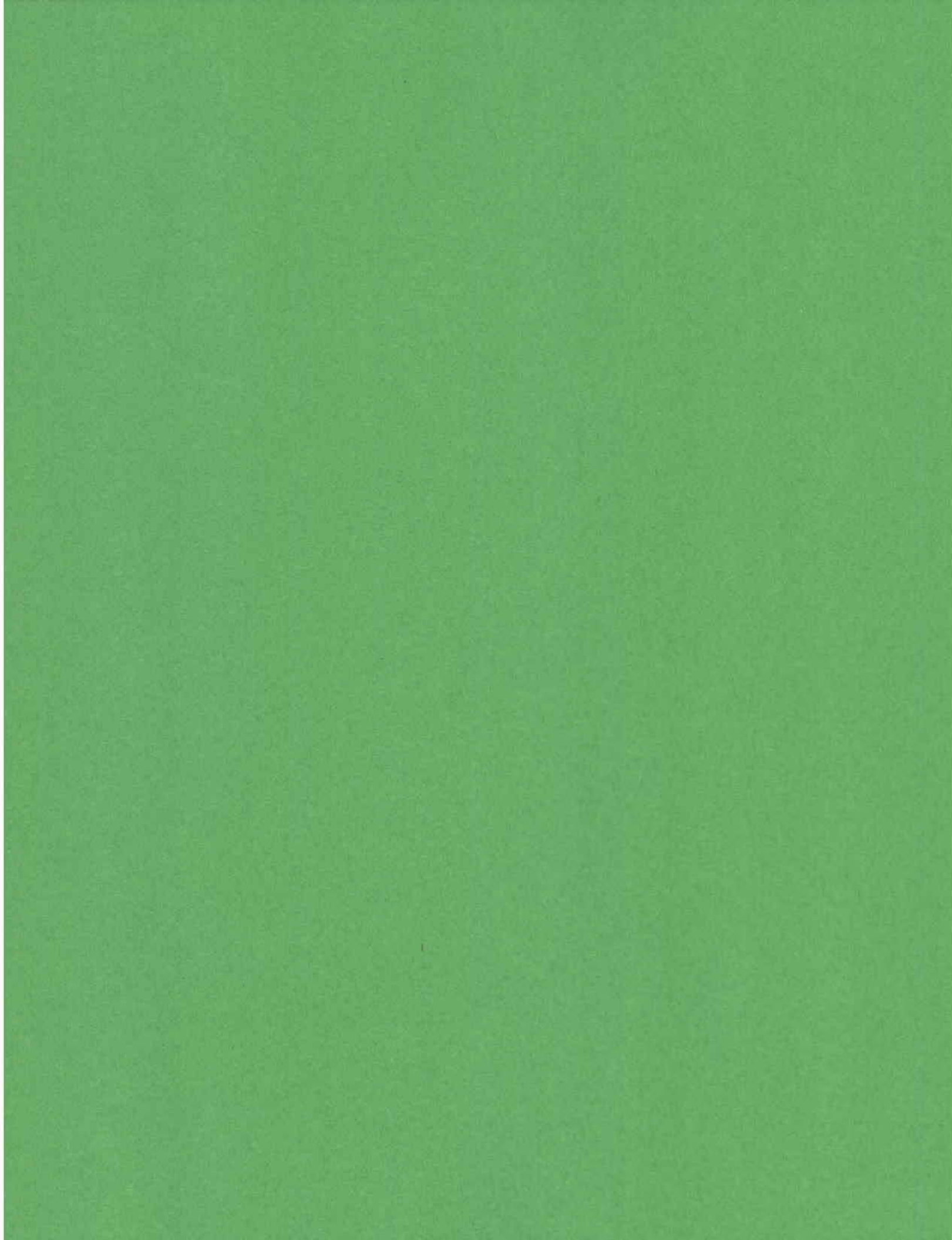
Please complete this form and return to the Professional Licensing Operations Manager
 FAX: (907) 465-2974 MAIL: P.O. Box 110806, Juneau, AK 99811-0806

1) This manual helped clarify issues pertaining to:

	Agree	Somewhat Agree	Somewhat Disagree	Disagree
a) Purpose and Role of a Board/Commission Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Executive Branch Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Conflicts of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Open Meetings Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Public Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Executive Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Ex Parte Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k) Meeting Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l) Making Motions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m) Voting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n) Board/Staff Relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o) Other:				

2) I would like future manual revisions to include more information about:

3) Other comments/suggestions:





MEMORANDUM

TO: Robert Klein, Chair and
Members of the Board

DATE: July 1, 2013

FROM: Shirley A. Coté *Dac*
Director, ABC Board

RE: Compliance Check Statistics – FY2013

Area	Total Lic.	Initial Check	Pass	Fail	Pass Rate	Percentage Checked	Goal
MOA	431	328	298	30	90.9%	76%	75%
FNSB	175	90	76	14	84.4%	51%	50%
CBJ	74	40	35	5	87.5%	54%	50%
SE	192	68	59	9	86.8%	35%	35%
MSB	189	97	85	12	87.6%	51%	50%
KPB	198	109	100	9	91.7%	55%	50%
R-ON	151	61	58	3	95.0%	38%	35%
R-OFF	121	35	26	9	74.3%	29%	25%
TOTALS:	1531	828	737	84	89.0%		

Attached is the back-up documentation to show all the compliance checks completed during fiscal year 2013. The checks are listed by name of establishment, license number, and date and have been verified with the logs completed by the underage buyers contemporaneously with the checks. I have also attached a list of license types within each of the regions that have passed and failed.

The overall percentage of successful compliance checks is 89 percent - up from 87 percent in FY2012. I have attached the statistics from FY2012 for comparison purposes. The on-road licensees reached the goal set of 95 percent compliance with the Kenai Peninsula Borough and the Municipality of Anchorage closely following with 91.7 percent and 90.9 percent, respectively.

This is the third year in a row that we have met the percentage goals for all eight regions.



STATE OF ALASKA
Department of Public Safety
Alcoholic Beverage Control Board
MEMORANDUM



To: Chairman Klein and
 Members of the Board

Date: June 25, 2012

Telephone: (907) 269-0351

From: Shirley A. Gifford *SAG*
 Director, ABC Board

Subject: Compliance Check
 Statistics – FY2012

The following statistics reflect the activity of the Compliance Check Program for FY2012:

Area	Total Lic.	Initial Check	Pass	Fail	Pass Rate	Percentage Checked	Goal
MOA	415	317	282	35	89%	76%	75%
FNSB	168	87	74	13	85%	52%	50%
CBJ	73	45	33	12	73%	62%	50%
SE	184	64	56	8	87%	35%	35%
MSB	179	98	86	12	88%	55%	50%
KPB	197	102	89	11	87%	52%	50%
R-ON	150	70	61	9	87%	47%	35%
R-OFF	147	43	38	12	88%	29%	25%
TOTALS:	1513	826	719	107	87%		

Attached is the back-up documentation to show all the compliance checks completed during fiscal year 2012. The checks are listed by name of establishment, license number, and date and have been verified with the logs completed by the underage buyers contemporaneously with the checks.

The overall percentage of successful compliance checks is 87% - down from 88% in FY2011 yet still up from 85% in FY2010. I have attached the statistics from FY2011 for comparison purposes. We are disappointed with the percentage drops in the three highest leaders last year, Fairbanks North Star Borough (from 93% to 85%), City and Borough of Juneau (from 93% to 73%), and Mat-Su Borough (from 92% to 88%).

On- and Off-road have both increased their success rates, On-road from 83% to 87% and Off-road from 68% to 88%. Off-road was significant in that seems to coincide with an improvement in the "phone tree". One industry member commented, "We saw you get off the airplane." That is the kind of attention we want sellers to have when checking identification cards.

We have seen a marked difference from years past in attitudes and an increase in sellers not voluntarily returning the IDs to the investigators upon request. The buyers have been met at the doors of the establishments to "get out" before they can make an attempt to purchase, which is

not necessarily bad except for the meanness. The buyers are merely doing their jobs and the sellers are missing an opportunity to pass a check. Sellers are stating they have been told not to talk to us and refuse to provide even the basic required information. Many negative comments are coupled with the mention of CHARR, or that they will refer their case to CHARR for their assistance. Some instances have been confrontational to the point where the second investigator is necessary to ensure the safety of all involved.

On June 26th I spoke with Chair Klein and played phone tag with CHARR President and CEO Dale Fox regarding this issue. Dale Fox and I connected on June 27th. Chair Klein explained that the phone tree is encouraged in his business when a person who should not be sold alcohol may go from one store to another trying to purchase alcohol. The employees naturally extend the concept to compliance checks.

My conversation with Dale Fox was also fruitful and he has invited me to write an article in the September/October issue of their TOAST magazine. In addition to writing about our move to the Department of Commerce, Community, and Economic Development I will speak to the need for licensees and their employees to treat the investigators professionally; to turn over the underage buyers identification; as well as to provide identification and their alcohol server education card. We both agree communication is crucial between the organizations in order to get accurate information to the membership.

Time permitting, the investigators conduct rechecks on establishments that failed the compliance check. In Anchorage, 19 establishments were rechecked with four of the 19 failing the second check. I have attached a copy of the list. Those that failed the second check are:

Spare Room, License #505
Rumrunner's Old Town Bar and Grill, License #4157
Goldrush Liquors, License #4364
Crave Bar & Grill, License #4440

In Fairbanks, five rechecks were conducted. One failed the second check:

Justa Store, License #4605

This is the second year we have met the percentage goals for all eight regions.

AREA	TOTAL DONE	LICENSE TYPE	FAIL	PASS
		FY-13		
MOA	115	Beverage Dispensary	10	105
	1	Brewery	0	1
	2	Brew Pub	1	1
	8	Club	1	7
	1	Golf Course	0	1
	80	Package Store	4	76
	117	Restaurant Eating Place	14	103
	4	Recreational Site	0	4
	0	Winery	0	0
TOTAL	328		30	298
CBJ	18	Beverage Dispensary	2	16
	1	Brewery	0	1
	0	Brew Pub	0	0
	2	Club	0	2
	0	Golf Course	0	0
	12	Package Store	3	9
	6	Restaurant Eating Place	0	6
	1	Recreational Site	0	1
TOTAL	40		5	35
FNSB	35	Beverage Dispensary	3	32
	0	Brewery	0	0
	0	Brew Pub	0	0
	1	Club	0	1
	0	Golf Course	0	0
	26	Package Store	4	22
	11	Restaurant Eating Place	4	7
	0	Recreational Site	0	0
TOTAL	73		11	62
SE	26	Beverage Dispensary	1	25
	0	Brewery	0	0
	0	Brew Pub	0	0
	7	Club	1	6
	0	Golf Course	0	0
	22	Package Store	4	18
	13	Restaurant Eating Place	3	10
	0	Recreational Site	0	0
TOTAL	68		9	59

AREA	TOTAL DONE	LICENSE TYPE	FAIL	PASS
MSB	30	Beverage Dispensary	4	26
	1	Brewery	0	1
	0	Brew Pub	0	0
	4	Club	0	4
	2	Golf Course	0	2
	33	Package Store	7	26
	27	Restaurant Eating Place	1	26
	0	Recreational Site	0	0
TOTAL	97		12	85
KPB	37	Beverage Dispensary	5	32
	3	Brewery	0	3
	0	Brew Pub	0	0
	5	Club	0	5
	0	Golf Course	0	0
	38	Package Store	4	34
	23	Restaurant Eating Place	0	23
	2	Recreational Site	0	2
	1	Winery	0	1
TOTAL	109		9	100
R-ON	36	Beverage Dispensary	2	34
	0	Brewery	0	0
	0	Brew Pub	0	0
	2	Club	0	2
	0	Golf Course	0	0
	14	Package Store	0	14
	7	Restaurant Eating Place	1	6
	0	Recreational Site	0	0
	0	Winery	0	0
TOTAL	59		3	56
R-OFF	17	Beverage Dispensary	5	12
	1	Brewery	0	1
	0	Brew Pub	0	0
	3	Club	1	2
	0	Golf Course	0	0
	7	Package Store	1	6
	7	Restaurant Eating Place	2	5
	0	Recreational Site	0	0
	0	Winery	0	0
TOTAL	35		9	26

ESTABLISHMENT	CASE NO.	DATE	LICENSE NUMBER	PASS	FAIL	LIC. TYPE	CBJ	
JUNEAU		8/15/2012					74	50% = 37
Prospector Hotel TK Maguires	12-0895	8/15/2012	313	1		BD		
Flight Deck	12-0896	8/15/2012	3733	1		BD		
Red Dog Saloon	12-0897	8/15/2012	2766	1		BD		
Triangle Club	12-0898	8/15/2012	1166	1		BD		
Tracy's King Crab Shack	12-0899	8/15/2012	2812	1		RE		
Twisted Fish	12-0900	8/15/2012	4842		1	BD		
Goldbelt Hotel	12-0901	8/15/2012	586	1		BD		
Taku Lanes LLC	12-0902	8/15/2012	5095	1		RSL		
Breakwater Inn	12-0903	8/15/2012	175	1		BD		
Squires Rest	12-0904	8/15/2012	1081	1		BD		
The Sandbar	12-0905	8/15/2012	2844	1		BD		
Breese-Inn	12-0906	8/15/2012	4543	1		PS		
Thibodeau's Valley Liquor	12-0907	8/15/2012	4422		1	PS		
Glacier Restaurant & Catering	13-0323	8/15/2012	447	1		BD		
The Broiler	12-1051	10/9/2012	851	1		RE		
Canton House	12-1052	10/9/2012	2185	1		BD		
Percy's Liquor	1201045	10/9/2012	849		1	PS		
Rendezvous	12-1046	10/9/2012	772		1	BD		
Walmart Superstore	12-1054	10/9/2012	4742	1		PS		
Alaskan Brewing Co.	1201055	10/9/2012	2534	1		BR		
Costco	12-1047	10/9/2012	3352		1	PS		
Dehart's Grocery	12-1056	10/9/2012	300	1		PS		
Asiana Gardens	12-1057	10/9/2012	4731	1		RE		
Bullwinkles	12-1058	10/9/2012	1690	1		RE		
Thibodeous Valley Liquor	12-1059	10/9/2012	4422	1		PS		
GW Teal	12-1060	10/9/2012	2728	1		BD		
The Rookery	12-1061	10/9/2012	5153	1		RE		
River Rock Lounge	12-1062	10/9/2012	3824	1		BD		
Travel Lodge	12-1063	10/9/2012	2541	1		BD		
Eagles Club	12-1064	10/9/2012	3313	1		CL		
Moose Lodge	12-1065	10/9/2012	4034	1		CL		
Fred Meyer	12-1065	10/9/2012	2066	1		PS		
Liquor Barrel	12-1067	10/9/2012	1129	1		PS		
Dragon Inn	12-1068	10/9/2012	4405	1		RE		
Bubble Room - Westmark	12-1069	10/9/2012	648	1		BD		
Sprazzo	12-1070	10/9/2012	2641	1		PS		
Breeze Inn	12-1071	10/9/2012	176	1		PS		

Viking	12-1072	10/9/2012	2533	1	BD
Alaska Cache Liquor	12-1073	10/9/2012	271	1	PS
Alaskan Hotel	12-1074	10/9/2012	1378	1	BD

Pass 35 Fail 5 Total 40

ESTABLISHMENT	CASE NO.	DATE	LICENSE NUMBER	PASS	FAIL	LIC. TYPE	FNSB	
FAIRBANKS							175	50% = 88
Shogun Hibachi	12-1286	11/28/2012	2613	1		RE		
Hot Springs Gas	12-1287	11/28/2012	68	1		PS		
The Turtle Club	12-1288	11/28/2012	1179	1		BD		
Fox General Store	12-1289	11/28/2012	420		1	PS		
The Vocilata	12-1290	11/28/2012	465	1		BD		
Ivory Jack's	12-1291	11/28/2012	565	1		BD		
Goldstream General Store	12-1292	11/28/2012	464	1		PS		
Oaken Keg #1821	12-1293	11/29/2012	778	1		PS		
2 Go Mart #112	12-1294	11/29/2012	2227		1	PS		
Sourdough Fuel	12-1295	11/29/2012	2731		1	PS		
Elf's Den	12-1296	11/29/2012	2052	1		BD		
Road House 12 Mile	12-1297	11/29/2012	4184	1		BD		
Speedway Inn	12-1298	11/29/2012	1071	1		BD		
Badger Gas	12-1299	11/29/2012	4663	1		PS		
Riverview Quick Stop	12-300	11/29/2012	968		1	PS		
McPeak's Badger Store	12-1301	11/29/2012	89	1		PS		
Tubby's Regency Hotel	12-1302	11/29/2012	2258	1		BD		
Ajimi Restaurant	12-1303	11/29/2012	4772		1	RE		
Rock - N - Rodeo	12-1304	11/29/2012	1377	1		BD		
Arctic Bar	12-1305	11/29/2012	3489	1		BD		
2 Go Mart	12-1306	11/29/2012	4216	1		PS		
Gallo's	12-1307	11/29/2012	4314		1	BD		
Boston's	12-1308	11/29/2012	4395	1		BD		
Pizza Hut #5	12-1309	11/29/2012	1475	1		RE		
Geraldo's Restaurant	12-1310	11/30/2012	4880		1	RE		
Oaken Keg #3410	12-1311	11/30/2012	999	1		PS		

Club Alaska	12-1312	11/30/2012	252	1		BD
Wal-Mart Super Center	12-1313	11/30/2012	4846	1		PS
Fred Meyer #224	12-1314	11/30/2012	4469	1		PS
Brewster's	12-1315	11/30/2012	4548	1		BD
Siam Dishes	12-1316	11/30/2012	4344	1		RE
Big Daddy BBQ	12-1317	11/30/2012	4174	1		BD
Thrifty Liquor	12-1318	11/30/2012	1134	1		PS
Drop Inn	12-1319	11/30/2012	328	1		BD
Holiday #622	12-1320	11/30/2012	4156	1		PS
Gold Star Liquor	12-1321	11/30/2012	1767	1		PS
Safeway #2754	12-1322	11/30/2012	995	1		PS
Seoul Gate	12-1393	12/27/2012	4941		1	RE
300 club	12-1394	12/27/2012	77	1		BD
American Legion	12-1395	12/27/2012	3020	1		CL
Reflections	12-1396	12/27/2012	1920	1		BD
Round Up	12-1397	12/27/2012	4465	1		BD
Los Amigos	12-1398	12/27/2012	2124	1		BD
2 Go Mart	12-1399	12/27/2012	4565	1		PS
Kodiak Jacks	12-1400	12/27/2012	4232	1		BD
Boom Town	12-1401	12/27/2012	3969	1		BD
Comet Club	12-1402	12/27/2012	270	1		BD
Iris Café	12-1403	12/27/2012	4458	1		BD
Midnight Mine	12-1404	12/27/2012	725	1		BD
2 Go Mart	12-1381	12/27/2012	2512	1		PS
Sourdough Fuel	12-1382	12/27/2012	387	1		PS
Food Factory	12-1383	12/27/2012	3381	1		RE
Garden Island Party Store	12-1384	12/27/2012	435	1		PS
International Hotel & Bar	12-1385	12/27/2012	556	1		BD
Boatel Bar	12-1386	12/27/2012	145	1		BD
RJ's Lounge	12-1387	12/27/2012	4488	1		BD
Brewster's	12-1388	12/27/2012	4247		1	BD
Finish Line	12-1389	12/27/2012	4778		1	RE
Asiana Sushi	12-1390	12/27/2012	5051	1		RE
Miguel's	12-1391	12/27/2012	4507	1		BD
Sushi Sushi	12-1392	12/27/2012	4941	1		RE
Oasis	12-1405	12/28/2012	3709	1		BD
Gold Hill Liquor	12-1406	12/28/2012	456	1		PS
Justa Store	12-1407	12/28/2012	4605	1		PS
Red Fox	12-1408	12/28/2012	3148	1		BD

Pike's Landing	12-1409	12/28/2012	858	1		BD
Fairbanks Princess Riverside	12-1410	12/28/2012	3316		1	BD
Al's Moose Creek	12-1411	12/28/2012	2864	1		PS
Salchaket Road House	12-1412	12/28/2012	3406	1		RE
Boon Dox Liquor	12-1413	12/28/2012	4597	1		PS
The Badger Den	12-1414	12/28/2012	1296	1		BD
Fred Meyer's #485	12-1415	12/28/2012	3151	1		PS
Sophie Station	12-1416	12/28/2012	2424	1		BD
Gambardella's Pasta Bella	13-0439	4/30/2013	3050	1		RE
Bobby's Downtown	13-0442	4/30/2013	4763	1		BD
Mecca Bar	13-0443	4/30/2013	710	1		BD
Soapy's	13-0444	4/30/2013	3336	1		RE
Thai House	13-0445	4/30/2013	3687		1	RE
Club Manchin	13-0446	4/30/2013	576	1		BD
Lin's Asian Bistro	13-0447	4/30/2013	3467	1		RE
Mayan Palace	13-0448	4/30/2013	4816	1		BD
Club Soda	13-0449	4/30/2013	3173	1		BD
Frontier Club	13-0450	4/30/2013	426		1	BD
Pump House	13-0451	4/30/2013	1326	1		BD
Wood Center Pub	13-0452	4/30/2013	1243	1		PUB
2 Go Mart #111	13-1453	4/30/2013	2546	1		PS
College Town Pizza	13-0454	4/30/2013	3745	1		RE
Fuji Japanese Restaurant	13-0455	4/30/2013	5099		1	RE
Oaken Keg	13-0456	4/30/2013	1336	1		PS
The Marlin	13-0457	4/30/2013	3198	1		BD

Pass **Fail** **Total**
76 **14** **90**

ESTABLISHMENT	CASE NO.	DATE	LICENSE NUMBER	PASS	FAIL	LIC. TYPE	MOA	
ANCHORAGE							431	75% = 323
Brown Jug Muldoon	12-0820	7/30/2012	686		1	PS		
Brown Jug Muldoon	12-0821	7/30/2012	4558	1		PS		
Brown Jug Mountain View	12-0822	7/30/2012	759	1		PS		
Spirits of Alaska	12-0823	7/30/2012	3556	1		PS		
Brown Jug	12-0824	7/30/2012	4520	1		PS		
Brown Jug Northern Lights	12-0825	7/30/2012	114	1		PS		

2 Go Mart	12-0826	7/30/2012	2803	1		PS
Crave Bar and Grill	12-0827	7/30/2012	4440	1		BD
Brown Jug Minnesota	12-0828	7/30/2012	1072	1		PS
Brown Jug Dimond	12-0829	7/30/2012	4775	1		PS
Wine House	12-0830	7/30/2012	4883	1		PS
Oaken Keg #1812	12-0831	7/30/2012	1397	1		PS
Oaken Keg # 520	12-0832	7/30/2012	1358	1		PS
Oaken Keg # 1802	12-0833	7/30/2012	792	1		PS
Oaken Keg # 1806	12-0834	7/30/2012	795	1		PS
Today's Pizza	12-0835	7/30/2012	2568	1		RE
Wine House	12-0836	7/30/2012	2808	1		PS
Trophy Lounge	12-0837	7/30/2012	1697	1		BD
Value Liquor #3	12-0838	7/30/2012	1199	1		PS
Peking Wok	12-0839	7/30/2012	2813	1		RE
Fred Meyer #71	12-0840	7/30/2012	3906	1		PS
Wal-Mart #2071	12-0841	7/30/2012	4836	1		PS
Brown Jug Old Seward	12-0842	7/30/2012	3886	1		PS
Alaska Liquor	12-0843	7/30/2012	4919	1		PS
The Greek Corner	12-0889	8/14/2012	3251	1		RE
American Legion Post 1	12-0890	8/14/2012	51	1		CL
Brown Bag	12-0891	8/14/2012	5140	1		RE
Orso's Restaurant	12-0892	8/14/2012	4258		1	BP
Hot Stixx	12-0893	8/14/2012	327		1	RE
Sleeping Lady	12-0894	8/14/2012	4682	1		BD
Sweet Basil Café	12-0883	8/14/2012	3897	1		RE
Maxine's Fireweed Bistro	12-0884	8/14/2012	5006	1		RE
Ak Fresh Seafood	12-0885	8/14/2012	5165	1		RE
Glacier Brew House	12-0886	8/14/2012	3978	1		BD
Downtown Wine & Spirits	12-0887	8/14/2012	3322	1		PS
Kinley's	12-0888	8/14/2012	4664	1		RE
China Lights	12-0933	8/29/2012	2219	1		RE
Chepo's	12-0934	8/29/2012	3765	1		BD
Tempura Express	12-0935	8/29/2012	5160	1		RE
Anchorage Marriott Hotel	12-0936	8/29/2012	3945	1		BD
Bear Tooth Grill	12-0937	8/29/2012	4143	1		BD
Loyal Order of Moose #1534	12-0938	8/29/2012	750	1		CL
Jens	12-0939	8/29/2012	2783	1		RE

American Legion Post #29`	12-0940	8/30/2012	2806	1		CL
Wild Wings	12-0941	8/30/2012	5115		1	RE
Whaler Bar and Grill	12-0942	8/30/2012	1456	1		BD
Three Amigos	12-0943	8/30/2012	4350	1		BD
Kogi	12-0944	8/30/2012	5107		1	RE
Marx Brothers Café	12-0945	8/30/2012	1422	1		RE
Rumrunners	12-0977	9/12/2012	4157	1		BD
Kobe Teppayaki House	12-0978	9/12/2012	2958	1		RE
Buffalo Wild Wings	12-0979	9/12/2012	398	1		BD
Sushi Sushi	12-0980	9/12/2012	1866	1		RE
Brown Jug Warehouse	12-0981	9/12/2012	1461	1		PS
Sourdough	12-0982	9/12/2012	2496	1		BD
Peanut Farm	12-0983	9/12/2012	4469	1		BD
Uncle Joe's Pizzeria	12-0984	9/12/2012	4293	1		RE
American Legion Post #33	12-0985	9/12/2012	2467		1	CL
Hotel Alyeska	12-0996	9/20/2012	3449	1		BD
Turnagain Arm BBQ	12-0997	9/20/2012	4991	1		RE
Indian House Liquor Store	12-0998	9/20/2012	1992	1		PS
Anchorage Golf Course	12-0999	9/20/2012	4815	1		GC
I Luv Sushi	12-1000	9/20/2012	4781	1		RE
Dimond Bowl	12-1001	9/20/2012	4674	1		RSL
Las Marqaurita's	12-1002	9/20/2012	3363	1		BD
Petroleum Club	12-1003	9/20/2012	3586	1		CL
Thirty Six Bistro	12-1004	9/20/2012	658		1	RE
Residence Inn by Marriott	12-1005	9/20/2012	3934	1		RE
American Legion	12-1006	9/20/2012	4522	1		CL
Whale's Tail	12-1007	9/20/2012	1224	1		BD
Brown Jug - Bragaw	12-1008	9/20/2012	169	1		PS
Harley's Olde Tyme Café	12-1022	9/28/2012	2583	1		RE
Tesoro 2 Go Mart	12-1023	9/28/2012	2553	1		PS
Haru	12-1024	9/28/2012	2935	1		RE
Red Robin	12-1025	9/28/2012	4764	1		BD
La Mex	12-1026	9/28/2012	3807	1		BD
Elim's Café	12-1027	9/28/2012	5088		1	RE
Gallo's Mexican Restaurant	12-1028	9/28/2012	2833		1	BD
Value Liquor #1	12-1029	9/28/2012	1044	1		PS
Fred Meyer - Dimond	12-1030	9/28/2012	3906	1		PS
Uncle Joe's Pizzeria	12-1031	9/28/2012	3915	1		RE

Oaken Keg	12-1032	9/28/2012	1799	1		PS
O'Brady's	12-1033	9/28/2012	4614	1		BD
Wine House	12-1034	9/28/2012	5002	1		PS
Southside Bistro	12-1035	9/28/2012	3278	1		RE
Subway Sports	12-1036	9/28/2012	3968	1		RSL
Firetap	12-1037	9/28/2012	4891	1		BD
Fu Do	12-1038	9/28/2012	4109	1		BD
Holiday #631	12-1120	10/30/2012	660	1		PS
Imperial Palace	12-1121	10/30/2012	4761	1		BD
Peggy's Restaurant	12-1222	10/30/2012	1821	1		RE
2 Go Mart #009	12-1223	10/30/2012	2614	1		PS
La Cabana Mexican	12-1124	10/30/2012	629	1		BD
Phyllis's Café	12-1125	10/30/2012	3266	1		RE
Kumagore	12-1126	10/30/2012	2276	1		RE
Snow Goose	12-1127	10/30/2012	4059	1		BP
Bankok Café	12-1128	10/30/2012	4877	1		RE
Organic Oasis	12-1129	10/30/2012	3921	1		RE
La Mex	12-1130	10/30/2012	635	1		BD
China Garden	12-1131	10/30/2012	227	1		RE
2 Go Mart #55	12-1132	10/30/2012	1596	1		PS
Northern China	12-1133	10/30/2012	1582	1		RE
Last Frontier Bar	12-1134	10/30/2012	135	1		BD
The Liquor Store	12-1135	10/30/2012	469	1		PS
Sheraton	12-1136	10/30/2012	1443	1		BD
Club Paris	12-1137	10/30/2012	258	1		BD
Ginger	12-1138	10/30/2012	4451	1		BD
Sacks Café	12-1139	10/30/2012	3977	1		RE
Simon & Seafort's	12-1140	10/30/2012	1050	1		BD
Fressen Restaurant	12-1141	10/30/2012	5043	1		RE
Romano's Trattoria	12-1142	10/30/2012	977	1		BD
Reilly's	12-1143	10/30/2012	216		1	BD
Bear Tooth Theatrepub	12-1144	10/30/2012	4065	1		BD
Los Arcos Restaurant	12-1145	10/31/2012	3953	1		BD
Little Italy Restorante	12-1146	10/31/2012	2988	1		RE
Carlos' Fine Mexican Rest.	12-1147	10/31/2012	3938	1		BD
A Taste of Thai	12-1148	10/31/2012	4727	1		RE
George's Homestead	12-1149	10/31/2012	321	1		BD
Gallo's Mexican Restaurant	12-1150	10/31/2012	3572	1		BD
2 Go Mart #071	12-1151	10/31/2012	3732	1		PS

Party Time Liquor Fraternal Order of Eagles #4207	12-1152	10/31/2012	2385	1		PS
2 Go Mart #003	12-1153	10/31/2012	3439	1		CL
Midnight Sun Brewing	12-1154	10/31/2012	2278	1		PS
Fred Meyer #656	12-1155	10/31/2012	4866	1		BR
Bradley House	12-1156	10/31/2012	4160		1	PS
Wine Styles	12-1157	10/31/2012	814	1		BD
Holiday #602	12-1158	10/31/2012	4732	1		PS
China Lights Oriental	12-1159	10/31/2012	3973	1		PS
Gold Rush Liquor	12-1160	10/31/2012	4734	1		RE
Suite 100	12-1161	10/31/2012	4364	1		PS
Olive Garden - Dimond	12-1162	10/31/2012	4662	1		BD
Brown Jug-Abbott Loop Rd.	12-1163	10/31/2012	4568	1		BD
	12-1164	10/31/2012	1941	1		PS
The Blue Fox	12-1165	11/6/2012	140	1		BD
2 Go Mart #15	12-1166	11/6/2012	4054	1		PS
The Summit	12-1167	11/6/2012	5004	1		RS
Shine's Fusion Asian	12-1168	11/6/2012	5104	1		RE
Garcia's Cantina	12-1169	11/6/2012	2275	1		BD
Oaken Keg	12-1170	11/6/2012	1464	1		PS
Jalapeno's Mexican Restaurant	12-1171	11/6/2012	3766	1		RE
Muldoon Pizza	12-1172	11/6/2012	761	1		RE
Golden Gate	12-1173	11/6/2012	3883	1		RE
Barbie's Café	12-1174	11/6/2012	5039		1	RE
Fred Meyer #660	12-1175	11/6/2012	4186	1		PS
Homestead	12-1176	11/6/2012	2895	1		BD
Wasabi Garden	12-1177	11/6/2012	4978	1		RE
Paris Bakery Café	12-1178	11/6/2012	4845		1	RE
Chaing Mai Ultimate	12-1342	12/11/2012	4454	1		RE
Yamateya	12-1343	12/11/2012	1617	1		RE
Mooses Tooth	12-1344	12/11/2012	3971	1		BD
UnWined	12-1345	12/11/2012	5045	1		PS
Outback	12-1346	12/11/2012	3753	1		BD
Campobellos	12-1347	12/11/2012	3545	1		RE
Larry's Cocoon	12-1348	12/11/2012	5017	1		RE
Tempura Kitchen	12-1349	12/11/2012	5154	1		RE
Fiori D Italia	12-1350	12/11/2012	434	1		BD
Millennium Hotel	12-1351	12/11/2012	2486	1		BD

Coast International Inn	12-1352	12/11/2012	67	1		BD
Courtyard by Marriott	12-1353	12/11/2012	3694	1		BD
Kincaid Grill	12-1354	12/11/2012	2115	1		RE
Ronnie Sushi	12-1355	12/11/2012	4435	1		RE
Jewel Lake Pizza	12-1356	12/11/2012	1895	1		RE
Hideaway Club	12-1357	12/11/2012	512		1	BD
New Party Time Liquor	12-1358	12/11/2012	4377	1		PS
Summari Sushi Garden	13-0020	1/9/2013	4529		1	RE
Applebee's	13-0021	1/9/2013	4173	1		BD
Hacienda Mexican Restaurant	13-0022	1/9/2013	3508	1		BD
Mad Myrna's	13-0023	1/9/2013	857	1		BD
F Street Station	13-0024	1/9/2013	762	1		BD
Urban Sushi	13-0025	1/9/2013	4993	1		RE
Bruins	13-0026	1/9/2013	1043		1	BD
Sullivan Arena	13-0027	1/9/2013	1842	1		RS
Ding How	13-0028	1/9/2013	4123	1		RE
Fred Meyer #18	13-0029	1/9/2013	4108	1		PS
Pho Anchorage Bowl	13-0030	1/9/2013	4689		1	RE
Polar Bar	13-0031	1/9/2013	901	1		BD
Woodshed Lounge	13-0032	1/9/2013	1244	1		BD
Hilton	13-0033	1/9/2013	1043		1	BD
Yamaya	13-0059	2/5/2013	3728	1		RE
Humpy's	13-0061	2/5/2013	3427	1		BD
CrUSH	13-0062	2/5/2013	4780	1		RE
The Bungalow Lounge	13-0063	2/5/2013	3781	1		BD
Rice Bowl	13-0064	2/5/2013	2973	1		BD
Barny's Baranof Lounge	13-0065	2/5/2013	93	1		BD
Black Angus	13-0067	2/5/2013	531	1		BD
Twin Dragon	13-0068	2/5/2013	733	1		RE
Sorrento's	13-0069	2/5/2013	1064	1		RE
Brown Jug	13-0070	2/5/2013	395	1		PS
Ray's Place	13-0071	2/5/2013	4347	1		RE
City Diner	13-0073	2/5/2013	4667	1		RE
Solstice Café	13-0074	2/5/2013	847	1		BD
Platinum Jaxx	13-0075	2/5/2013	4531	1		BD
Grape Expectations	13-0077	2/5/2013	4779	1		PS
Cellar	13-0078	2/5/2013	4820	1		PS
Tito's Gyros	13-0079	2/5/2013	4062	1		RE
Samovar Inn	13-0080	2/5/2013	598	1		BD

Cross Roads Lounge	13-0081	2/5/2013	286	1		BD
Crazy Horse	13-0082	2/5/2013	720	1		BD
Hula Hands	13-0083	2/5/2013	4933		1	RE
Chilkoot Charlie's	13-0084	2/5/2013	225	1		BD
Oaken Keg	13-0085	2/5/2013	793	1		PS
Peter's Sushi Spot	13-0086	2/5/2013	4517	1		RE
Chair 5 Restaurant	13-0088	2/7/2013	3263	1		RE
Crow Creek Mercantile	13-0089	2/7/2013	287	1		PS
Jack Sprat	13-0090	2/7/2013	1632	1		RE
Double Musky	13-0091	2/7/2013	1551	1		BD
Diamond Jim's	13-0092	2/7/2013	2926	1		PS
Oaken Keg	13-0093	2/7/2013	4167	1		PS
Ruby's Café	13-0094	2/7/2013	5013	1		RE
Brown Jug	13-0095	2/7/2013	4069	1		PS
Casa Del Sol	13-0096	2/7/2013	4787	1		RE
Silver Tip	13-0097	2/7/2013	3558	1		RE
Sitzmark	13-0098	2/7/2013	3447	1		BD
Seward's Folly	13-0099	2/7/2013	4692	1		BD
Fred Meyer's	13-0100	2/7/2013	4179	1		PS
Boston's	13-0101	2/7/2013	4180	1		BD
Chili's Airport	13-0102	2/7/2013	4403	1		BD
Norton Sound	13-0103	2/7/2013	4988	1		BD
Brown Jug	13-0109	2/13/2013	1967	1		PS
Costco	13-0110	2/13/2013	3149	1		PS
Cabin Tavern	13-0111	2/13/2013	970	1		BD
Club 201	13-0112	2/13/2013	2159	1		BD
Ronnie Sushi 2	13-0113	2/13/2013	4755	1		RE
Eagle River Liquor	13-0114	2/13/2013	1011	1		PS
Jalepeno's	13-0115	2/13/2013	3518	1		RE
2 Go Mart	13-0116	2/13/2013	3991	1		PS
Firetap Alehouse	13-0117	2/13/2013	1625	1		RE
Oaken Keg	13-0118	2/13/2013	2094	1		PS
Pizza Mar	13-0119	2/13/2013	1533	1		RE
Olive Garden	13-0120	2/13/2013	133	1		BD
The Village Restaurant	13-0121	2/13/2013	3576	1		RE
Red Robin	13-0122	2/13/2013	3304	1		BD
Bella Vista	13-0155	2/20/2013	107	1		RE
Liquor Locker	13-0151	2/20/2013	757	1		PS

Peter's Creek Liquor	13-0152	2/20/2013	855	1		PS
Tips Bar	13-0161	2/25/2013	1142	1		BD
Wal-Mart	13-0162	2/25/2013	4765	1		PS
Carpentier's Lounge	13-0163	2/25/2013	201	1		BD
Eagle River Ale House	13-0166	2/25/2013	4717	1		RE
Brown Jug Eagle River	13-0167	2/25/2013	162	1		PS
Party Time Liquor	13-0158	2/25/2013	839	1		PS
DaMi	13-0168	2/27/2013	4456	1		RE
Benihana	13-0169	2/27/2013	4161	1		BD
VIP Young Bin Restaurant	13-0170	2/27/2013	2908	1		BD
Spenard Roadhouse	13-0171	2/27/2013	4825	1		BD
Pizza Olympia	13-0172	2/27/2013	888	1		RE
Revolving Sushi Bar	13-0173	2/27/2013	5089	1		RE
Comfort Suites	13-0174	2/27/2013	4863		1	BD
Villa Nova	13-0175	2/27/2013	1608	1		RE
Dish	13-0176	2/27/2013	4685	1		RE
The Raven	13-0177	2/27/2013	4003	1		BD
Steve's Sports Bar	13-0178	2/27/2013	1566	1		BD
Pizza Plaza	13-0179	2/27/2013	891	1		RE
Bombay Delux Restaurant	13-0180	2/27/2013	4158	1		RE
Blues Central	13-0181	2/27/2013	217	1		BD
Buckaroo Saloon	13-0182	2/27/2013	185	1		BD
Gwennie's	13--183	2/27/2013	1478	1		BD
Upper One	13-0184	2/27/2013	1187	1		BD
2 Go Mart	13-0185	2/27/2013	1568	1		PS
Guido's Pizza	13-0186	2/27/2013	2636	1		RE
Pizza Hut #2	13-0187	2/27/2013	3712	1		RE
Kubo Restaurant	13-0188	3/1/2013	5087	1		RE
Home Town Restaurant	13-0189	3/1/2013	4150	1		RE
Thai Town Restaurant	13-0190	3/1/2013	4378	1		RE
Carousel Lounge	13-0191	3/1/2013	200	1		BD
Café Croissant	13-0192	3/1/2013	4970	1		RE
Table 6	13-0193	3/1/2013	4847	1		BD
LaBodega	13-0194	3/1/2013	5111	1		PS
Ichiban Restaurant	13-0195	3/1/2013	2113	1		RE
Brown Jug - Tudor	13-0196	3/1/2013	1174	1		PS
Value Liquor	13-0197	3/1/2013	1197	1		PS
Phonatik Vietnamese Rest.	13-0198	3/1/2013	5185	1		RE

Mom & Pop Grocery	13-0199	3/1/2013	3219	1		PS
Gumbo House	13-0200	3/1/2013	4275		1	RE
Arigato	13-0201	3/1/2013	2662	1		RE
Pancho's Villa	13-0202	3/1/2013	74	1		BD
In & Out Liquor	13-0203	3/1/2013	688		1	PS
WalMart	13-0204	3/1/2013	4669	1		PS
Silk	13-0205	3/1/2013	1691	1		RE
Café Amsterdam	13-0206	3/1/2013	3961	1		RE
Don Jose's	13-0207	3/1/2013	3311	1		BD
Yakatori	13-0208	3/1/2013	5150	1		RE
Sushi Ya	13-0209	3/1/2013	4360	1		RE
In & Out Liquor	13-0210	3/1/2013	156	1		PS
Jamico's Pizzeria	13-0334	3/26/2013	3889	1		RE
Y2K Liquors	13-0335	3/26/2013	3898	1		PS
Hott Stixx	13-0336	3/26/2013	2099	1		RE
Tokyo Garden	13-0337	3/26/2013	4063	1		RE
Noodle World	13-0338	3/26/2013	5191	1		RE
El Rodeo Mexican Restaurant	13-0339	3/26/2013	4367	1		BD
Time Out Lounge	13-0340	3/26/2013	1140	1		BD
Costco #10	13-0341	3/26/2013	2020	1		PS
Siam Cuisine	13-0342	3/26/2013	3084	1		RE
The BBQ Pit	13-0343	3/26/2013	4255	1		RE
Sea Galley	13-0344	3/26/2013	1666	1		BD
Homewood Suites	13-0345	3/26/2013	4354		1	BD
Peters Creek Liquor	13-0347	3/27/2013	855	1		PS
Fraternal Order of Eagles	13-0348	3/27/2013	3031	1		CL
Pizza Hut	13-0349	3/27/2013	1709	1		RE
Pho Lena	13-0350	3/27/2013	5050	1		RE
Tropical Latin Foods	13-0352	3/27/2013	5011		1	RE
Brown Jug Liquor	13-0353	3/27/2013	1561		1	PS
Panda Restaurant	13-0354	3/27/2013	3077		1	RE
Embassy Suites	13-0373	3/29/2013	4774	1		BD
Flight Deck	13-0374	3/29/2013	402	1		BD
TGI Fridays	13-0375	3/29/2013	4279		1	BD
Serrano's	13-0376	3/29/2013	4893	1		RE
Applebee's	13-0377	3/29/2013	4746		1	BD

Oaken Keg #1809	13-0378	3/29/2013	799	1		PS
Eddie's Sports Bar	13-0379	3/29/2013	3596		1	BD
Great Alaska Bush Co.	13-0380	3/29/2013	1839	1		BD
Uncle Joe's Pizzeria	13-0382	4/8/2013	3847	1		RE
Inlet Towers Hotel and Suites	12-0383	4/8/2013	4283	1		BD
Cattle Company	12-0384	4/8/2013	1090	1		BD
Korean Garden	13-0385	4/8/2013	5044	1		RE
Mexico in Alaska	13-0386	4/8/2013	1907	1		RE
Lone Star Steak House	13-0387	4/8/2013	3494	1		BD
36th Avenue Liquor	13-0388	4/8/2013	5118	1		PS
Humpy's Great Alaskan	13-0389	4/8/2013	4987	1		BD
King's X Lounge	13-0390	4/8/2013	615	1		BD
Sullivan's Steak House	13-0391	4/8/2013	3412	1		BD
McGinley's Alaskan Pub	13-0392	4/8/2013	4545	1		BD
Tempura Kitchen	13-0393	4/8/2013	5154	1		RE
Asia Garden	13-0394	4/8/2013	83	1		BD
Jimmy Sushi	13-0395	4/8/2013	5033		1	RE
Ling and Louie's Asian	13-0396	4/8/2013	5038	1		RE
Spare Room	13-0397	4/8/2013	505	1		BD
Slippery Salmon Bar & Grill	13-0399	4/8/2013	1036	1		BD
				Pass	Fail	Total
				298	30	328

ESTABLISHMENT	CASE NO.	DATE	LICENSE NUMBER	PASS	FAIL	LIC. TYPE	SE	
PETERSBURG							192	35% = 67
Inga's Galley	12-0908	8/16/2012	5137	1		RE		
Harbor Liquor Store	12-0909	8/16/2012	503	1		PS		
Papa Bear's Pizza	12-0910	8/16/2012	5028	1		RE		
Kito's Kave Liquor Store	12-0911	8/16/2012	590	1		PS		
Seaside House	12-0912	8/16/2012	5098		1	RE		
Joan Mei Restaurant	12-0913	8/16/2012	3399	1		RE		
Beachcomber Inn	12-0914	8/16/2012	100	1		BD		
Three Trees RV Park & Store	12-0915	8/16/2012	4542	1		PS		
Elks Lodge #1615	12-0916	8/16/2012	362	1		CL		

Loyal Order of Moose #1092	12-0917	8/16/2012	745	1		CL
Harbor Bar	12-0918	8/16/2012	498	1		BD
Kito's Kave Bar	12-0919	8/16/2012	589	1		BD
The Bottle Shop	12-0920	8/16/2012	4666	1		PS
WRANGELL						
Totem Bar & Liquor Store	12-0921	8/17/2012	1160		1	PS
Alaska Sourdough Lodge	12-0922	8/17/2012	3073	1		BD
Rayme's Liquor Store	12-0923	8/17/2012	180	1		PS
Marine Bar	12-0924	8/17/2012	698	1		BD
Stikine Inn	12-0925	8/17/2012	4618	1		BD
KETCHIKAN						
VFW Post #4352	12-1086	10/10/2012	1206	1		CL
Newtown Liquor	12-1087	10/10/2012	771	1		PS
Oaken Keg	12-1088	10/10/2012	4361	1		PS
Cape Fox Lodge	12-1088	10/10/2012	2948	1		BD
The Potlatch Bar	12-1090	10/10/2012	916	1		BD
Alaska Liquor Store	12-1091	10/10/2012	4429		1	PS
New York Café	12-1092	10/10/2012	4218	1		RE
Eagles Nest	12-1093	10/10/2012	338		1	CL
Annabelle's Famous Keg	12-1094	10/10/2012	1840	1		BD
Totem Bar	12-1095	10/10/2012	1823	1		PS
Sourdough Bar	12-1096	10/10/2012	1066	1		BD
The Asylum	12-1097	10/10/2012	3120	1		BD
Arctic Bar	12-1075	10/10/2012	75	1		BD
The Pizza Mill	12-1076	10/10/2012	885		1	RE
Moose Lodge #224	12-1077	10/10/2012	743	1		CL
First City Saloon	12-1078	10/10/2012	3213	1		BD
49'er Bar	12-1079	10/10/2012	3378	1		BD
Westside Liquor	12-1080	10/10/2012	1223	1		PS
Narrows Inn	12-1081	10/10/2012	3869	1		BD
Lighthouse Liquor	12-1082	10/10/2012	652		1	PS
Last Frontier	12-1083	10/10/2012	713	1		BD
My Office	12-1084	10/10/2012	1930	1		BD
Derby Room	12-1085	10/10/2012	306	1		BD
Ward Cove Liquor	12-1098	10/11/2012	3612		1	PS
Stone Deck Pizza	12-1099	10/11/2012	5761	1		RE
SITKA						
Watson Point	12-1100	10/11/2012	202	1		PS
House of Liquor	12-1101	10/11/2012	1366	1		PS
Cascade	12-1102	10/11/2012	4390	1		PS

Romas	12-1103	10/11/2012	4595		1	RE
Bayview	12-1104	10/11/2012	268	1		RE
Westmark Sitka	12-1105	10/11/2012	1031	1		BD
Little Tokyo	12-1106	10/11/2012	4428	1		RE
Vanwinkle & Sons	12-1107	10/11/2012	2786	1		BD
Loyal Order of Moose	12-1108	10/11/2012	748	1		CL
Victoria's Pour House	12-1109	10/11/2012	3762		1	BD
Ernie's Bar	12-1110	10/11/2012	373	1		BD
Pioneer Liquor	12-1111	10/11/2012	872	1		PS
Dock Shack Café	12-1112	10/11/2012	5046	1		RE

KETCHIKAN

Ocean View Restaurant	13-0414	4/20/2013	4536	1		RE
Mike's Elbow Room	13-0415	4/20/2013	810	1		BD
Red Snapper	13-0416	4/20/2013	870	1		PS
BPOE Elks Lodge 1429	13-0417	4/20/2013	3554	1		CL
The Galley	13-0418	4/20/2013	1557	1		RE
Jeremiah's	13-0419	4/20/2013	518	1		BD
Kaptain's Keg	13-0420	4/20/2013	2773	1		PS
49er Bar	13-0421	4/20/2013	3379	1		BD
First City Saloon	13-0422	4/20/2013	4057	1		BD
Totem Liquor Store	13-0423	4/20/2013	1824	1		PS
Sourdough Liquor Store	13-0424	4/20/2013	1067	1		PS
Wines International	13-0425	4/20/2013	4229	1		PS

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ESTABLISHMENT	CASE NO.	DATE	LICENSE NUMBER	PASS	FAIL	LIC. TYPE	MSB	
MAT-SU BOROUGH							189	50% = 95
Alpine Inn	12-0844	7/31/2012	48	1		BD		
Jonesville Café	12-0845	7/31/2012	3497	1		RE		
Pizza Delphi	12-0846	7/31/2012	1436	1		RE		

North Bowl Lounge	12-0847	7/31/2012	1860	1		BD
The Last Frontier Brewing	12-0848	7/31/2012	5021	1		RE
Settler's Bay Golf Course	12-0849	7/31/2012	4251	1		GC
Brown Jug	12-0851	7/31/2012	4453	1		PS
Evangelo's	12-0852	7/31/2012	4760	1		BD
Palmer Golf Course	12-0987	9/17/2012	4064	1		GC
Eagle's Lounge	12-0988	9/17/2012	5146	1		BD
Loyal Order of Moose	12-0989	9/17/2012	744	1		CL
The Green Store	12-0990	9/17/2012	5037	1		RE
Alpine Inn Liquor Store	12-0991	9/17/2012	49		1	PS
Hatcher's Pass Liquor	12-0992	9/17/2012	1972	1		PS
Glacier Canyon Grill	12-0993	9/17/2012	4733	1		BD
Locals	12-0994	9/17/2012	5180	1		BD
Rusty's	12-1323	12/6/2012	4994	1		RE
Arkose	12-1324	12/6/2012	5032	1		BR
Lou Jack's	12-1325	12/6/2012	1274		1	BD
Moosehead Saloon	12-1326	12/6/2012	3058	1		BD
Klondike Mike's	12-1327	12/6/2012	649	1		BD
La Fiesta	12-1328	12/6/2012	3696	1		RE
Caboose Lounge	12-1329	12/6/2012	1194	1		BD
Iron Horse	12-1330	12/6/2012	1195	1		PS
Turkey Red	12-1331	12/6/2012	4758	1		RE
Fred Meyer	12-1332	12/6/2012	4366	1		PS
Oaken Keg	12-1333	12/6/2012	2098	1		PS
Peking Restaurant	12-1334	12/6/2012	3394	1		RE
Knik Kountry Store	12-1335	12/6/2012	2874	1		PS
Three Bears	12-1336	12/6/2012	4499	1		PS
Four Corners Lounge	12-1337	12/6/2012	1344	1		BD
Schwabenhof	12-1338	12/6/2012	3773	1		BD
North Bowl Lounge	12-1339	12/6/2012	1860		1	BD
Arctic Circle Club	12-1340	12/6/2012	3888	1		BD
Valley Cinema	12-1359	12/12/2012	4730	1		RE
Talos Cancun	12-1360	12/12/2012	5102	1		RE
Sakura Sushi	12-1361	12/12/2012	5022	1		RE
Windbreak Hotel	12-1362	12/12/2012	1925		1	BD
Red Robin	12-1363	12/12/2012	3890	1		BD
Wild Olive	12-1364	12/12/2012	4498	1		RE
Elu Fa Restaurant	12-1365	12/12/2012	4936	1		RE

Hacienda Mexican Restaurant	12-1366	12/12/2012	4490	1		BD
Fred Meyer	12-1367	12/12/2012	3887		1	PS
2 Go Mart #53	12-1368	12/12/2012	1329	1		PS
Party Store Liquors	12-1369	12/12/2012	4415	1		PS
Townsite Liquor	12-1371	12/13/2012	3894	1		PS
Willow Trading Post	12-1372	12/13/2012	1240		1	PS
Big Lake Super Liquor	12-1373	12/13/2012	3505	1		PS
Big Lake Liquor	12-1374	12/13/2012	118	1		PS
Big Lake Moonshine Shop	12-1375	12/13/2012	2362		1	PS
Ardvark Catering	12-1376	12/13/2012	4999	1		RE
Islander Lodge	12-1377	12/13/2012	3752	1		RE
Boathouse	12-1378	12/13/2012	5035		1	RE
Brown Jug Wasilla	13-0034	1/10/2013	1410		1	PS
2 Go Mart	13-0035	1/10/2013	741	1		PS
Last Frontier	13-0036	1/10/2013	5020	1		RE
Paytaya Sushi	13-0037	1/10/2013	4718	1		RE
Oaken Keg	13-0038	1/10/2013	2266	1		PS
Matsu Resort	13-0039	1/10/2013	1563	1		BD
Half Rack Liquor	13-0040	1/10/2013	4290	1		PS
AMVETS Post 9	13-0041	1/10/2013	3259	1		CL
Tailgaters	13-0042	1/10/2013	624	1		BD
Mug Shot	13-0043	1/10/2013	2924	1		BD
King's Asian Buffett	13-0044	1/10/2013	4843	1		RE
Jalapeno's Mexican	13-0045	1/10/2013	4753	1		RE
Mekong Thai Cuisine	13-0046	1/10/2013	4252	1		RE
Piccotino's	13-0047	1/10/2013	4965	1		RE
Tokyo	13-0048	1/10/2013	3982	1		RE
Chepo's	13-0049	1/10/2013	2616		1	BD
Knik Kountry Liquor	13-0127	2/19/2013	1836	1		PS
Knik Super Store	13-0128	2/19/2013	4889	1		PS
Knik Bar and Liquor Store	13-0129	2/19/2013	597	1		BD
Three Bears	13-0130	2/19/2013	4503	1		PS
Silver Fox Inn	13-0131	2/19/2013	1962	1		BD
Robin's Landing	13-0132	2/19/2013	3895	1		BD
Alaska Cadillac Café	13-0133	2/19/2013	3875	1		RE
Denali Family Restaurant	13-0134	2/19/2013	5105	1		RE
Knik Bar and Liquor Store	13-0135	2/19/2013	596	1		PS
Three Bears	13-0136	2/19/2013	376	1		PS

Settler's Bay Lodge	13-0137	2/19/2013	4362	1		BD
North Lakes Liquor	13-0138	2/19/2013	4773	1		PS
Holiday	13-0139	2/19/2013	4198	1		PS
Sally's Sourdough Inn	13-0140	2/19/2013	2133	1		BD
Roadside Inn	13-0141	2/19/2013	2111	1		BD
Knik Kountry Liquor	13-0142	2/19/2013	2450	1		PS
American Legion Post 35	13-0143	2/19/2013	1765	1		CL
Del Rois Bar & Liquor	13-0144	2/20/2013	301	1		BD
North Lakes Liquor	13-0145	2/20/2013	4574		1	PS
The Grill	13-1046	2/20/2013	4419	1		BD
The Grape Tap	13-0147	2/20/2013	4830	1		RE
Git N' Go Liquor	13-0148	2/20/2013	4849	1		PS
The Tug Bar & Liquor Store	13-0149	2/20/2013	685		1	PS
AMVETS Post 11	13-0150	2/20/2013	4412	1		CL
Fish Hook Liquor	13-0159	2/25/2013	1388	1		PS
Shopper's Cache	13-0160	2/25/2013	2535	1		PS
Fishhook Bar	13-0164	2/25/2013	1387	1		BD
Picolino's	13-0165	2/25/2013	4679	1		RE
				Pass	Fail	Total
				85	12	97

ESTABLISHMENT	CASE NO.	DATE	LICENSE NUMBER	PASS	FAIL	LIC. TYPE	R-ON	
Denali Grizzly Bear	13-0541	5/28/2013	475	1		BD	151	35% = 53
Grande Denali Hotel	13-0542	5/28/2013	4099	1		BD		
Denali Princess Base Camp	13-0545	5/28/2013	4901		1	BD		
Prospector Pizza	13-0547	5/28/2013	4938	1		BD		
Nenana View Bar & Grill	13-0553	5/28/2013	4308	1		BD		
49th State Brewery	13-0555	5/28/2013	671	1		BD		
Denali North Star Inn	13-0559	5/28/2013	3724	1		BD		
Moocher's Bar	13-0562	5/28/2013	739	1		BD		
Monroe's Menderosa	13-0563	5/28/2013	832	1		BD		
Denali Salmon Bake	13-0550	5/28/2013	3370	1		BD		
Denali Bluffs Hotel	13-0551	5/28/2013	4280	1		BD		
McKinley Village Lodge	13-0542	5/28/2013	5209	1		BD		
Lynx Creek Pizza	13-0544	5/28/2013	2633	1		BD		
Rapids Bar	13-0546	5/28/2013	4592	1		BD		

McKinley Chalet Resort	13-0554	5/28/2013	4876	1		BD
Totem Inn	13-0556	5/28/2013	2644	1		BD
Clear Sky Lodge	13-0560	5/28/2013	243	1		BD
Jesters Palace Liquor	13-0561	5/28/2013	4756	1		BD
Alaska Steak House	13-0567	5/29/2013	3999	1		BD
Tok Lodge Bar	13-0569	5/29/2013	1143	1		BD
Tundra Lodge	13-0573	5/29/2013	1176	1		BD
Westmark Tok	13-0572	5/29/2013	2365	1		BD
Big D Bar	13-0564	5/29/2013	115	1		BD
Land Shark's	13-0580	5/30/2013	4444	1		BD
Bear's Den	13-0582	5/30/2013	2694	1		BD
Fat Mermaid	13-0583	5/30/2013	4675	1		BD
Paxson Lodge	13-0575	5/30/2013	840	1		BD
Tunsina River Lodge	13-0577	5/30/2013	4318	1		BD
Wheel House Lounge	13-0585	5/30/2013	1038	1		BD
Puddle Jumpers	13-0587	5/30/2013	3461		1	BD
Gilpatrick's Hotel	13-0592	5/31/2013	4556	1		BD
Brown Bear Rhodehouse	13-0594	5/31/2013	544	1		BD
Mendeltna Creek Lodge	13-0600	5/31/2013	2579	1		BD
Uncle Tom's Tavern	13-0593	5/31/2013	2834	1		BD
Copper Rail Depot	13-0596	5/31/2013	275	1		BD
Copper River Princess	13-0598	5/31/2013	4206	1		BD
Eagles	13-0588	5/30/2013	335	1		CL
BPOE Elks Lodge	13-0589	5/30/2013	369	1		CL
Mt. View Liquor	13-0558	5/28/2013	170	1		PS
Sled Dog Liquors	13-0549	5/28/2013	4838	1		PS
Lynx Creek Liquor	13-0552	5/28/2013	1850	1		PS
Jack's Liquor & Service	13-0565	5/29/2013	567	1		PS
Husky Liquor	13-0571	5/29/2013	1270	1		PS
Beverage Cellar	13-0566	5/29/2013	785	1		PS
Tok Liquor & Mini Mart	13-0568	5/29/2013	1144	1		PS
Midway Services	13-0574	5/30/2013	5171	1		PS
Bush Bottle Bin	13-0576	5/30/2013	2729	1		PS
Bottle Shop	13-0578	5/30/2013	1192	1		PS
Oaken Keg	13-0590	5/30/2013	2912	1		PS
Tazlina Liquor	13-0595	5/31/2013	1122	1		PS
Mountain View Liquor	13-0597	5/31/2013	1775	1		PS
Basin Liquor	13-0599	5/31/2013	96	1		PS
Creekside Café	13-0540	5/28/2013	4006	1		RE
Black Bear Coffee House	13-0548	5/28/2013	5183		1	RE
Fast Eddy's Restaurant	13-0570	5/29/2013	2915	1		RE

32 Lounge	13-0586	5/30/2013	5127	1	RE
Ernesto's Taqueria	13-0578	5/30/2013	4532	1	RE
Fu King	13-0581	5/30/2013	2326	1	RE
Mike's Palace	13-0584	5/30/2013	892	1	RE

Pass 56 Fail 3 Total 59

ESTABLISHMENT	CASE NO.	DATE	LICENSE NUMBER	PASS	FAIL	LIC. TYPE	R-OFF	
NOME							121	25% = 30
Anchor Tavern	12-1180	11/9/2012	65	1		BD		
Breaker's Bar	12-1181	11/9/2012	172	1		BD		
Anchor Liquor Store	12-1182	11/9/2012	3537	1		PS		
Mark's Soap & Sudz Bar	12-1183	11/9/2012	4681	1		BD		
Board of Trade Saloon	12-1184	11/9/2012	144		1	BD		
Polar Bar	12-1185	11/9/2012	902	1		BD		
Polaris Bar	12-1188	11/9/2012	904		1	BD		
Nome Liquor Store	12-1187	11/9/2012	775	1		PS		
Milano Pizzeria	12-1189	11/9/2012	1450	1		RE		
Golden China	12-1192	11/9/2012	5189	1		RE		
Husky	12-1193	11/9/2012	4944	1		RE		
VFW Post #9569	12-1201	11/9/2012	3801		1	CL		
Airport Pizza	12-1194	11/9/2012	4687	1		BD		
Polaris Liquor Store	12-1195	11/9/2012	905	1		PS		
Twin Dragon Restaurant	12-1196	11/9/2012	3142		1	RE		
Arctic Native Brotherhood	12-1197	11/9/2012	1319	1		CL		
Bering Sea Restaurant	12-1198	11/9/2012	5178	1		RE		
KODIAK								
Angelo's		11/19/2012	3458		1	RE		
Safeway		11/19/2012	2509		1	PS		
Liquor Cabinet		11/19/2012	4044	1		PS		
Shelikof Lodge		11/19/2012	1040	1		BD		
Sizzle Burger		11/19/2012	2611	1		RE		
BB Bar		11/19/2012	85	1		BD		
Chart Room		11/19/2012	600		1	BD		
Comfort Inn		11/19/2012	4611	1		BD		
AC Express Liquor		11/19/2012	1796	1		PS		

Rendezvous	11/19/2012	2639	1		BD
Safeway	11/20/2012	174	1		PS
Henry's Great Alaskan	11/20/2012	1061	1		BD
Tony's Bar	11/20/2012	1155	1		BD
Village Bar	11/20/2012	1211		1	BD
American Legion	11/20/2012	57	1		CL
El Chicano Restaurant	11/20/2012	3299	1		BD
Old Powerhouse Restaurant	11/20/2012	4325		1	BD
Kodiak Island Brewing	11/20/2012	4259	1		BR
			Pass	Fail	Total
			26	9	35

Recommendations

- Graduated penalty structure with mandatory license suspensions and revocations and fines
- Specify aggravating and mitigating circumstances and impact on penalties
- Hold licensees responsible for conduct of employees
- Impose sanctions consistently and in accordance with penalty structure



Recommendations

- Model tobacco control program to reduce underage drinking
 - Adequately funded, coordinated, multi-pronged prevention and intervention plan
- Adequately fund the multi-pronged effort
 - Increase cost of licenses
 - Require yearly (rather than biennial) license renewal
 - Dedicate licensee penalty fees
 - Increase excise tax on alcohol to keep pace with inflation
 - Explore other revenue sources



Recommendations

- **Collect and report data on compliance and violation, repeat violators, case dispositions, and criminal and civil sanctions**
- **Evaluate ABC Board control and enforcement efforts**

